

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 304****1 APRIL 2012**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 April 2012 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**SAMUEL B. RETHERFORD**  
Deputy Assistant Secretary of the Army  
(Military Personnel)

**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)

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

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

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

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

**MAP 108-11(E)/CAP 111-11(E) -- TDY Lodging**. Clarifies TDY lodging per diem reimbursement is split equally among lessees when multiple people are on the signed lease/rental agreement/contract. Affects pars. U4129 and U4131-A.

**MAP 5-12(E)/CAP 5-12(E) -- Add Record of Premium Class Decision Process**. Includes a checklist in JFTR/JTR APP H, documenting the decision/approval process used by the Approving Official (AO) when determining use of 'other than economy/coach transportation. Affects APP H.

**MAP Items 11-12(I) through 22-12(I) -- JFTR/JTR Reissuance of Ch 2**. This series of items will lead to the merging of the JFTR and JTR into one volume. This phase of the merger is intended to align the two sets of regulations as a précis to simplifying and updating the JFTR/JTR allowing for easier access to information, and more accurate information where the allowances of Uniformed Members and DoD Civilian Employee are the same. In addition, differences will be easier to identify in the final version of the merged document. Affects JFTR and JTR, Chapter 2. Deletes JFTR, Ch 4, Part J: Travel Advances, and moves the information to Ch 2, Part E.

**MAP Items 23-12(I) through 32-12(I) -- JFTR/JTR Reissuance of Ch 3**. This series of items will lead to the merging of the JFTR and JTR into one volume. This phase of the merger is intended to align the two sets of regulations as a précis to simplifying and updating the JFTR/JTR allowing for easier access to information, and more accurate information where the allowances of Uniformed Members and DoD Civilian Employee are the same. In addition, differences will be easier to identify in the final version of the merged document. Affects JFTR and JTR, Chapters 3.

**MAP Item 49-12(I) – GMR Computation Examples**. Revises the GMR computation examples to show the daily discount and standard GMR differences as defined in JFTR/JTR (Volume 2) APP A1 definition.

**MAP 54-12(I) -- Reference Maintenance, Ch 4B.** Updates References throughout Chapter 4B. Affects miscellaneous pars. throughout JFTR, Chapter 4, Part B.

**MAP 57-12(I)/CAP 53-12(I) -- Remove Operations Enduring Freedom & New Dawn.** Removes “providing support to Operations Enduring Freedom and New Dawn” from APP U, footnote 2 to allow R&R for all personnel at these countries and not just those providing support for these specific operations. Also removes information in the second paragraph applied over 7 years ago. Affects APP U.

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

**CHANGE 304**

**1 APRIL 2012**

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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Part B4	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B5	265	265	265	265	265	265	265	265	265	265	265	265	265	265
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Part C4	302	302	302	293	293	293	293	293	293	293	293	293	293	290
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Part E3	281	281	281	281	281	281	281	281	281	281	281	281	281	281
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Part 2	300	300	300	300	300	300	269	269	269	269	269	269	269	269
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## PART A: GENERAL

### U2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

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

B. Receipts. IAW [DoDFMR 7000.14-R, Volume 9](#), a traveler must maintain records/receipts for:

1. Individual expenses of \$75 or more, and
2. All lodging costs (except when authorized a flat rate 55% contingency per diem, par. U4105-I4).

*Travelers are encouraged to retain all receipts in the event questions arise about expenses.*

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

### U2005 LODGING PROGRAMS

A. General

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

B. Not Considered GOV'T QTRS. The following are *not* GOV'T QTRS:

1. Army Lodging Success Program,
2. Navy Elite Lodging Program,
3. GSA's Fed Rooms Lodging Program,
4. GOV'T contracted lodging not located on an Installation to which the traveler is assigned.

See [DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010](#)

C. GOV'T Contract Lodging

1. The Secretary Concerned may direct the use of GOV'T contract lodging, at or near the U.S. INSTALLATION or RESERVATION, specifically contracted for a traveler assigned TDY to a CONTINGENCY OPERATION for more than 180 days at one location.
2. Transportation between the lodging and work site should be considered when making arrangements for GOV'T contract lodging.
3. Directing the use of GOV'T contract lodging off the U.S. INSTALLATION does not permit directing the use of the GMR.

## U2010 TRAVEL OFFICIAL RESPONSIBILITIES

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

## U2015 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

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

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No-Fee Passport. The necessary passport, visa (including green card) when required (see APP G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and a passport for each traveler is required for travel into a foreign country, or territory under control of a foreign country.

C. Time Limitations

1. A passport should be renewed before it expires, if practicable.
2. Most visas and immunizations have time limitations.

## U2020 TRAVEL JUSTIFICATION (adapted from [FTR §301-71.101](#))

A. Directed Travel. GOV'T-funded travel and transportation may be directed only:

1. When officially justified, and
2. By means that meet mission requirements consistent with good management practices.

B. Traveler Expenses. A traveler must not be directed to perform official travel at:

1. Personal expense, nor
2. Reimbursement rates/amounts inconsistent with the JFTR.

C. Limited Travel Funds. Limited travel funds are not a basis for:

1. Denying official travel reimbursement, or
2. Reducing allowances.

**U2025 STANDARD CONUS PER DIEM RATE**

- A. Definition. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS.
- B. CONUS PCS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved.
- C. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate is:

<u>Effective 1 October 2010</u>		
<u>LODGING</u>	<u>M&amp;IE</u>	<u>TOTAL</u>
\$77	\$46	\$123

**U2030 MEAL TICKETS**

- A. Issuance. Meal tickets may be issued only:
1. As specifically authorized in Ch 4 (for TDY and for members traveling together under an order directing no/limited reimbursement), Ch 5 (for PCS), Ch 7 (for persons in special categories), and
  2. To members traveling together with no/limited reimbursement directed in the order (see JFTR, par. U4102-O) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.
- B. Procedures. Service issuances apply. See JFTR, par. U1015-C2d.
- C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

<u>Effective 13 October 2009</u>	
<u>Meal</u>	<u>Rate</u>
Morning	\$ 7
Noon	\$ 11
Evening	\$23

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## PART B: TRAVEL POLICY

### U2100 GENERAL

JFTR applies to each traveler whose travel and transportation allowances are governed by the JFTR.

### U2105 ECONOMY CLASS ACCOMMODATIONS

A Traveler must use economy/coach class accommodations unless other accommodations are authorized/approved as provided in JFTR, par. U3500, U3600, or U3650.

### U2110 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS (FIRST AND BUSINESS)

A. Definition. See APP A, Part 1 for definitions of PREMIUM, FIRST, and BUSINESS CLASS accommodations.

B. Authority. See U3510-A, U3510-B, or U3620 for GOV'T-funded 'other than economy/coach' accommodations authority.

C. First-Class Decision Support Tool. See APP H, Part 2C, for a first-class decision support tool.

D. Business-Class Decision Support Tool. See APP H, Part 3B for a business-class decision support tool.

E. Travel Order

1. The travel order MUST include the cost difference shown in APP H, Part 2A ('Other than economy/coach' Accommodations Reporting Data Elements and Procedures) items 13 and 14, and the information in items 16 and 17.

2. Example: Business/First-class travel is justified and authorized/approved based on par. U3520. The cost difference between the business and coach-class fare is \$765. The authorization could state something similar to "LtGen. Jones, HQ USA/XXXX, (authorized/approved) 'other than economy/coach' accommodations use. Full documentation of the (authorization/approval) for 'other than economy/coach' accommodations use is on file in the approving official's office."

F. Advance Authority. Requests for 'other than economy/coach' accommodations must be made and authorized in advance of travel unless extenuating/emergency circumstances make advance authorization impossible.

G. Extenuating/Emergency Circumstances

1. If extenuating/emergency circumstances prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion.

2. A travel order authorizing 'other than economy/coach' accommodations due to extenuating/emergency circumstances must:

a. Clearly explain the circumstances by providing background and justification to enable upgrade rationale audit;

b. Include the cost difference between 'other than economy/coach' and economy/coach-class fares;

c. Include the authority and authorization source (memo/letter/message/etc.);

d. Include the date and position identity of the signatory for 'other than economy/coach'; and

e. Annotate appropriate GOV'T transportation documents with the same information.

H. 'Other than Economy/Coach' Accommodations Not Approved. If 'other than economy/coach' accommodations are not approved after-the-fact, the traveler is responsible for the cost difference between the 'other than economy/coach' transportation used and the cost of the transportation class for which the traveler was eligible.

I. Authorizing/Approving Official. Only a person senior to the traveler may authorize/approve 'other than economy/coach' accommodations for the traveler ( [DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005](#)). See par. U3510.

J. Medical and Special Needs

1. See APP A, Part 1 for SPECIAL NEEDS definition.
2. 'Other than economy/coach' accommodations may be authorized/approved by the 'other than economy/coach' AO due to medical/special needs reasons only if a competent medical authority certifies that a disability/special need exists and, in the case of a medical need, the medical condition necessitates (for a specific time period or on a permanent basis) the accommodations upgrade.
3. The 'other than economy/coach' AO must be able to determine that, at the time of travel, 'other than economy/coach' accommodations are/were necessary because the traveler is/was so disabled/limited by special needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's requirements.
4. An attendant authorized transportation under par. U7250-B or par. U7251-B may be authorized/approved 'other than economy/coach' accommodations only when the attended traveler is authorized 'other than economy/coach' accommodations use and requires attendant services en route.
5. Authority for a family member to use 'other than economy/coach' accommodations due to a disability or special need does not authorize the entire family to use 'other than economy/coach' accommodations. 'Other than economy/coach' authority is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.

K. 'Other than Economy/Coach' Accommodations Not Authorized. 'Other than economy/coach' accommodations use is not authorized during:

1. PCS;
2. Emergency leave;
3. R&R;
4. FEML;
5. Personnel evacuations (unless for medical reasons/physical handicap in par. U2110-J); or
6. COT leave.

**U2115 UNUSUAL ROUTE JUSTIFICATION**

Travel other than by a usually traveled route must be justified for any excess cost to be GOV'T-funded.

**U2120 PERSONAL CONVENIENCE TRAVEL**

A traveler may not be provided contract city-pair airfares provided under GSA contract (APP P) or any other airfares intended for official GOV'T business for any portion of a route traveled for personal convenience.

## U2125 TRAVELER FINANCIAL RESPONSIBILITY

The traveler is personally financially responsible for any expense accrued by not complying with the JFTR.

## U2130 LEAVE

Personnel directives dictate if/how leave is charged for workday time not justified as official travel.

## U2135 SUB-STANDARD ACCOMMODATIONS

A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the traveler's or Service's needs require use of these accommodations. Involuntary acceptance of sub-standard accommodations is not required.

## U2140 U.S.-CERTIFICATED TRANSPORTATION REIMBURSEMENT RESTRICTION

A traveler generally may not be reimbursed for travel on non-U.S.-certificated transportation modes if U.S.-certificated transportation is available for the transportation mode. For exceptions, see the specific transportation mode.

## U2145 DEPENDENT TRANSPORTATION SEATING

Each dependent traveling at GOV'T expense is allowed a seat.

## U2150 SERVICE RESPONSIBILITY

Each Service/DoD COMPONENT must:

1. Only authorize/approve travel necessary to accomplish the GOV'T's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the GOV'T's needs is authorized.

## U2155 AIRPORT SELECTION

### A. Multiple Airports

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

### B. Servicing Airport

1. A traveler may not be required to use a nearby airport that is not a servicing airport of either the origin or destination even though the more distant airport provides a less costly airfare unless the command/installation/office has a written policy after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports).

2. Potential lost work time may be considered.
3. **Example:** The servicing airport for 29 Palms, CA, is Palm Springs, CA. Los Angeles, CA, may not be directed without written guidance; the servicing airport for Camp Lejeune, NC, is Jacksonville, NC, Raleigh, NC, may not be directed without written guidance; even though the more distant airports may provide less costly airfares.

#### U2160 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.

#### U2165 TDY TRAVEL INVOLVING NON PDS LOCATION

A. **General.** A traveler on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used, NTE the constructed transportation cost between the traveler's PDS and TDY location.

B. **Limitations.** When TDY travel is to/from a *non PDS* location:

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

C. **Travel Order Received while on Leave.** See par. U4105-F for TDY travel/transportation allowances when a TDY order is received while a traveler is on official leave.

## PART C: TRAVEL ORDER

### U2200 GENERAL

A. Travel Order. An order used to document official travel and transportation and expense reimbursement is an order issued/approved by the Secretarial Process directing travel to/from/between designated points.

B. Official Travel Conditions. The order establishes conditions for GOV'T-funded official travel and transportation, and provides the reimbursement basis for the traveler.

C. Issuance Prior to Travel. An order should be issued before travel is performed.

D. Unauthorized Reimbursement

1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.
2. Expenses incurred before travel was contemplated/directed are not reimbursable.

E. Travel Order Necessity

1. Generally, an order is necessary except when same-day in and around local travel with no lodging requirement is involved.
2. An order is *not* necessary when:
  - a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and
  - b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the GOV'T's interest.
3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

### U2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

A. Modifications

1. An order:
  - a. May be retroactively corrected to show the original intent, and
  - b. *Must not be revoked/modified retroactively to create/deny/change an allowance* ([24 Comp. Gen. 439 \(1944\)](#)). **Example:** After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.
2. A TDY location can be changed to a PDS (see pars. U4105-J and U7125-C), but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).

B. Allowances. Some allowances (because of law) may be:

1. Authorized only in advance of travel, or
2. Approved after travel is completed, or
3. Authorized and/or approved.

See APP A for definitions of “AUTHORIZE” and “APPROVE”.

C. Approval after the Fact. When an allowance may be approved after the fact, that approval, after the fact, does *not* constitute 'retroactive modification' of an order to create/change/deny an allowance.

D. Deductible Meals. See par. U4165 regarding the effect of deductible meals on meal rates.

## U2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

1. Issued by competent authority is required for expense reimbursement ICW official travel.
  2. That quotes/references an authority initiating the order is competent.
  3. That does not have a box to check for a particular allowance should include a statement authorizing the allowance. **Example:** [DTR, 4500.9-R, Part 1, Chapter 106, par. B](#) indicates that a statement authorizing commercial vehicle rental must be contained in an order to expedite processing at rental location.
  4. May only contain authority for travel and transportation allowances provided in the JFTR (i.e., other allowances cannot be ‘created’ by AOs).
  5. Should include notice that if the order conflicts with the JFTR, the JFTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

B. Oral Order

1. An urgent/unusual situation may require that official travel begin/be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, *the AO must promptly issue a confirmatory written order.*

2. An oral order:

- a. Given in advance of travel,
- b. Subsequently confirmed in writing giving the date of the oral order, and
- c. Approved by competent authority

meets the requirement for a written order.

C. Order Not Originated by Competent Authority. An order issued under unusual conditions and not originated by competent authority must be approved by the AO before travel expense reimbursement.

## U2215 ITINERARY VARIATION

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

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

4. Travel to additional destinations.

B. Variation *Not* Authorized in the Order. Itinerary variation:

1. Changes may be orally authorized by the AO later confirmed in writing when an order does not contain itinerary variation authority, but circumstances arising after travel begins require itinerary variation.
2. Must not be substituted for inadequate advance preparation.
3. Does not grant a blanket order.

#### **U2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER**

A. Effective Date of Order. When determining the travel and transportation allowances under an order that is amended, modified, canceled or revoked before the effective date, the order is effective:

1. When received by the traveler for travel performed by the traveler/dependents, or
2. When, ICW a PCS, any transportation of HHG, mobile home or POV is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

B. Retroactive Modification. See par. U2205 for retroactive modification and authorization/approval.

#### **U2225 BLANKET/REPEAT TDY ORDER**

A. Travel Order Expiration. A blanket/repeat TDY order does not expire when the traveler returns to the PDS. It continues, in effect, until expiration by:

1. Time limit contained in the order,
2. Automatic cancellation upon PCS,
3. End of the fiscal year, or
4. Revocation.

B. Written Requirements. The following statements, when applicable, must be written into the blanket/repeat TDY order.

1. Identification as a “blanket/repeat” TDY order;
2. Traveler authority to depart at such times and to travel to locations within the specified geographic area, and with such frequency as the traveler deems necessary;
3. The specific geographic area limitations (e.g., continents, countries, states, etc.);
4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat TDY order cannot cross fiscal years);
5. The reason(s) the blanket/repeat TDY order is necessary;
6. Estimated travel costs (transportation, per diem, and reimbursable expenses) for the period indicated in the blanket/repeat order;
7. Authority for special conveyance use reimbursement when approved on a travel voucher as being to the GOV'T's advantage, if appropriate;

8. Excess accompanied baggage authorization, if necessary; and
9. Other conditions, limitations, and instructions as appropriate.

C. Not Used in DTS. *The blanket/repeat TDY order is not used in DTS.*

D. 'Other than Economy/Coach' Accommodations Not Authorized. *A blanket/repeat TDY order must never authorize 'other than economy/coach' transportation.* If 'other than economy/coach' accommodations are necessary for one or more specific trips, an order amendment, containing the necessary separate required statements for each such trip, must be issued.

E. AEA (**NOTE: This par. does not apply to the Coast Guard**)

1. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case.
2. AEA **must not be authorized** as part of a blanket/repeat TDY order or used as blanket authority to authorize/approve automatic AEA for all travel to an area.
3. See par. U4215 for AEA limitations.

**U2230 TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)**

A. General

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

B. 180-Day Time Limitation

1. General. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. U2230-C ([36 Comp. Gen. 757 \(1957\)](#)).
2. Extensions
  - a. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
  - b. Extensions are limited to those cases where there has been a definite change or unforeseen delays were encountered. This limitation does not apply to a traveler:

- (1) Assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days;
  - (2) Under a TDY order assigned to uniformed units deployed afloat. See pars. U4102-J and U4102-M; or
  - (3) TDY for training periods less than 140 days (20 weeks), including a traveler extended due to additional/extended instruction.
3. 180 Day Rule Violation. Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of the 180-consecutive-day policy if the known/reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.
4. Training Assignment. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS except when the course is authorized as TDY under par.U2240-B. See APP A1 for PERMANENT DUTY STATION definition.

C. TDY Period in Excess of 180 Consecutive Days

1. Authorization. When mission objectives/unusual circumstances require TDY at one location for more than 180 consecutive days the appropriate authority must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)).

2. Authorizing/Approving Authority

a. Authority. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is:

- (1) The Secretary Concerned,
- (2) The Chief of an appropriate bureau/staff agency specifically designated for that purpose, or
- (3) Commander/Deputy Commander of a Combatant Command.

***This authority must not be re-delegated, except as noted below.***

b. Re-Delegation Exception

(1) The appropriate authority for Army for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location for a member assigned to a Warrior in Transition Unit (WTU) is the Service Compensation Chief who is a 2 Star Flag Officer or equivalent.

(2) A Flag Officer or equivalent from the U.S. Army Medical Command must recommend the assignment for approval to the WTU to the Army Compensation Chief, who may then authorize/approve TDY assignments in excess of 180 consecutive days at any one location for the member assigned to a WTU.

(3) ***The Army Compensation Chief authority must not be further re-delegated.***

3. Written Request and Justification. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.

4. Order Issuance after the Fact. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

- a. Approve the order as written, or
- b. Direct that the order be amended to:
  - (1) Terminate the duty and return the traveler to the old station or assign a new station,
  - (2) Change the assignment from TDY to a PCS, or
  - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station.

5. Per Diem

- a. If a traveler is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the traveler is notified of the transfer. See pars. U4105-J and U7125-D.
- b. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day ([54 Comp. Gen. 368 \(1974\)](#) and [B-185987, 3 November 1976](#)). *Authorization/approval to exceed the 180-day TDY limitation is essential.*

6. RC Traveler. If an RC traveler received a Secretarial waiver IAW par. U7150-F, a second waiver is not required.

**U2235 PCS TIME LIMITATIONS**

Unless otherwise prescribed in the JFTR, a traveler's PCS order is valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and prior to receipt of further PCS orders ([45 Comp. Gen. 589 \(1966\)](#)). **Example:** Traveler ordered PCS from A to B. Traveler later is ordered PCS from B to C. When the PCS order from B to C is issued, the PCS order from A to B may no longer be used for PCS allowances from A to B.)

**U2240 TDY TIME LIMITATIONS FOR INSTRUCTION COURSES**

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General

- a. Course(s) of instruction at a school/INSTALLATION with a scheduled duration of less than 140 days (20 weeks) are TDY.
- b. No per diem is payable if prohibited by par. U7125-B.
- c. If the scheduled course duration is 140 or more days, the school/INSTALLATION is that traveler's PDS, except when the course is authorized as TDY under par.U2240-B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period students receive instruction, including weekends. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration ([53 Comp. Gen. 218 \(1973\)](#)).

**Example 1:** A traveler is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

**Example 2:** The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the traveler, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. **Extensions.** When a traveler attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction ([B-143017, 17 June 1960](#); [46 Comp. Gen. 852 \(1967\)](#); 66 id. 265 (1987)).

**Example 1:** A traveler is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

**Example 2:** A traveler is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the traveler's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

4. **Limitations.** A traveler's PCS order to a course of instruction may not be changed to a TDY order after arrival at the new PDS, unless the order was erroneously issued.

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

1. The Secretary Concerned (without delegation) may authorize a designated course (*excluding initial entry courses*) scheduled for:

- a. 20 or more weeks, but
- b. Not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status.

2. Requests for such action must be forwarded through Service channels to the Secretary Concerned and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS.

3. The status (either TDY or PCS) of any traveler, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same. **Exception:** *A traveler assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A traveler who is to be assigned immediately for permanent duty to the location of the course after attending the course is TDY until the PDS is named.*

4. For courses attended by multiple Services, the Secretary Concerned must obtain agreement from the other affected Service Secretaries before changing the course.

C. TDY vs. PCS Status for Training Courses of more than 180 Days. When unusual circumstances (e.g., infrastructure destruction caused by hurricanes, floods, and similar events) require training courses at one location of more than 180 consecutive days to be attended in a TDY status, the Secretary Concerned must obtain authorization/approval from PDTATAC for that/those specific course/courses to be designated a TDY course.

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## PART D: TRAVEL STATUS

### U2250 GENERAL

A. Authorized Allowances. A traveler is authorized travel and transportation allowances only while in a "travel status". See APP A1 for TRAVEL STATUS definition.

B. Conditions. Travel status (except as a traveler of a ship's crew) is:

1. Time spent away from the PDS on public business under competent travel orders, including necessary delays en route;
2. Travel ICW necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;
3. PCS travel;
4. Necessary delay(s) while awaiting further transportation after travel status has begun;
5. Travel to and/or from a hospital for observation or treatment (for travel to/from a medical facility in the local travel area, see, par. U2800-C);
6. Travel by GOV'T or other aircraft, including:
  - a. Flights for training purposes made under orders of competent authority that require one or more landings away from the starting point; and
  - b. All necessary delays incident to the transportation mode;
7. Flights for training purposes made in the absence of a travel order when it is necessary to remain away overnight; and
8. Other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Starting and Ending Travel. Travel status starts when the traveler leaves the PDS, residence, office, detaches from/signs out of a unit, or other departure point, and ends upon return to the residence, office, PDS; arrival at the new PDS, defined as reporting to or signing in to the new unit, or other arrival point at the trip conclusion.

D. Exclusion. Travel status does not include administrative absence. See [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)

U2255 TRAVEL STATUS START AND END

A. Aircrew Traveler or Courier

<u>Aircrew Traveler or Courier</u> <sup>1</sup>				
Table U2D-1				
Travel Status Chart				
Travel Status Start				
Rule	When Traveler Departs	And Proceeds To	And Then To	Travel Status Starts When Traveler Departs From
1	Home	Office	Flight ops/terminal at the PDS <sup>3</sup>	Terminal <sup>4</sup>
2	Home	Flight ops/terminal at the PDS <sup>3</sup>	N/A	Terminal <sup>4</sup>
3	Home	Office	Flight ops/terminal not at the PDS <sup>3</sup>	Office <sup>2</sup>
4	Home	Flight ops/terminal not at the PDS <sup>3</sup>	N/A	Home
Travel Status End				
Rule	When Traveler Returns To	And Proceeds To	And Then To	Travel Status Ends When Traveler Returns To
5	Flight ops/terminal at the PDS <sup>3</sup>	Office or home	N/A	Terminal <sup>4</sup>
6	Flight ops/terminal not at the PDS <sup>3</sup>	Office	Home	Office <sup>2</sup>
7	Flight ops/terminal not at the PDS <sup>3</sup>	Home	N/A	Home

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

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

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

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

B. Other than an Aircrew Traveler or Courier

<b><u>Other than an Aircrew Travelers or Courier</u></b>					
<b>Table U2D-2</b>					
<b>Travel Status Chart</b>					
<b>Travel Status Start</b>					
<b>Rule</b>	<b>When Traveler Departs From:</b>	<b>And Proceeds to:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Starts When Traveler Departs From:</b>
<b>1</b>	Home <sup>6</sup>	Transportation Terminal	N/A	N/A	Home <sup>6</sup>
<b>2</b>	Home	Office <sup>1</sup>	Transportation Terminal	N/A	Office <sup>2/5</sup>
<b>3</b>	Home	Office <sup>1</sup>	Another duty/ departure point within the PDS <sup>5</sup>	Transportation Terminal	Another duty/ departure point within the PDS <sup>3/4</sup>
<b>Travel Status End</b>					
<b>Rule</b>	<b>When Traveler Returns To:</b>	<b>And Returns To:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Ends When Traveler Returns To:</b>
<b>4</b>	Terminal	Home <sup>6</sup>	N/A	N/A	Home <sup>2/6</sup>
<b>5</b>	Terminal	Office <sup>1</sup>	Home	N/A	Office <sup>1/2/ 5</sup>
<b>6</b>	Terminal	Another duty/ arrival point within the PDS <sup>3/4</sup>	Home	N/A	Another duty/ arrival point within the PDS <sup>5</sup>

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

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

<sup>3</sup> Example: A traveler departs from the Navy Annex (Arlington, VA) and proceeds to Pentagon (Arlington, VA) for a briefing prior to departing on TDY. The Pentagon then becomes “another duty point.” The traveler departs the Navy Annex and proceeds to a restaurant for lunch and after lunch proceeds to the terminal. The restaurant becomes the “other departure point.”

<sup>4</sup> “Another departure/arrival point” is never a transportation terminal.

<sup>5</sup> Does not prevent reimbursement of transportation between home and PDS on travel days IAW JFTR, pars. U3310-B, U3315-B, and U4925.

<sup>6</sup> The AO may permit the traveler to start/end official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS. If to the GOV'T’s advantage, POC use may be authorized/ approved to start/end at the:

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

*Relative cost should be a consideration.*

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

C. Traveler Assigned to a Two-crew Nuclear Submarine (SSBN). Travel status ends and the traveler starts a training and rehabilitation status when:

1. The traveler arrives at the submarine's home port, and
2. No further travel away from the home port is required by the PCS order before reporting on board the submarine,

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

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## PART E: TRAVEL ADVANCE

### U2300 AUTHORITY

- A. Authorization. A travel advance, as allowed by the authorizing statute:
1. May be paid when authorized on a travel order, and
  2. Is not the same as authorizing GTCC IBA use for an ATM advance.
- B. Regulations. A travel advance is paid IAW:
1. The [DoDFMR, Volume 9](#) (DoD Services), and
  2. Service issuances (Non-DoD Services).

### U2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

- A. Traveler Responsibility. A traveler on official business:
1. Is responsible for travel expenses, but
  2. Should not have to pay official travel expenses entirely from personal funds, unless the traveler decides not to use available GOV'T resources (e.g., the GTCC or traveler's checks).
- B. Service/Agency Responsibility. The Service/Agency:
- a. May issue travel advances for certain authorized expenses, and
  - b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Service/DoD Component and the traveler (e.g., using the GTCC).

### U2310 AUTHORIZED TRAVEL ADVANCES

- A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses, specified travel and transportation allowances, station allowances, and housing allowances.
- B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:
1. Discounted Conference/Training Registration Fee (APP R2-H);
  2. TDY travel (Ch 4);
  3. Advance Lodging deposit (par. U4129-I);
  4. Reimbursable expenses (APP G);
  5. Member PCS (par. U5104);
  6. Dependent outpatient travel (par. U5240-C10);
  7. Dependent PDT (par. U5204);
  8. HHG transportation (par. U5319);

9. Designated representatives to Yellow Ribbon (par. U5255-F);
10. Mobile home transportation (par. U5560);
11. DLA (Ch 5G, pars. U6013 and U6060);
12. Recruiting expenses (par. U7033);
13. SROTC member (par. U7154-B4);
14. Attendants on behalf of member patients (pars. U5250-G and U7252-A);
15. Escorts and attendants of dependents (par. U7555); and
16. Station (COLA and TLA) and housing (OHA & FSH) allowances (pars. U9157 and U10028). **NOTE:**  
***Advance MIHA is not authorized.***

## PART F: ARRANGING OFFICIAL TRAVEL

### U2400 CTO USE

#### A. Policy

1. It is mandatory policy that all Uniformed Services travelers use an available contracted CTO (DTMO-contracted for DoD Services), or a GSA contracted TMC (when a contracted CTO is not available) for all official transportation requirements, except when authorized IAW par.U3045.
2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available contracted CTO to provide the official travel. DoD travelers contact DTMO.

#### B. Command Responsibility. A command must not permit a CTO to issue:

1. 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. This *does not* establish the -CA as the basis for policy-constructed airfare. *The basis for policy-constructed airfare is the YCA.*; and
2. Other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense without prior proper authority (see pars. U3500, U3600 and U3650 for exceptions).

#### C. Service Regulations. See Service regulations for CTO use information.

#### D. Failure to Follow Regulations

1. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. U1035.
2. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO acquires/allows a YCA airfare to be acquired when there is a -CA airfare available that meets mission needs ([CBCA 1511-TRAV, 7 May 2009](#)).
3. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means.
4. Disciplinary action must *not* be through refusal to reimburse.
5. See par. U2400-E for the exceptions when reimbursement is *not* allowed.

#### E. Reimbursement Not Allowed. *Reimbursement is not allowed* when the traveler does not follow the regulations for:

1. Non-U.S.-certificated carriers use. See par. U3500-H.
2. Directed transoceanic transportation. See pars. U3045-B, and U5108-A.

### U2405 TRAVEL ARRANGEMENT REQUIREMENTS

#### A. Making Travel Arrangements. When making travel arrangements, travelers should use the following in priority order:

1. A CTO (see APP A definition and par. U2400-A), or
2. In-house travel offices.

B. Authority. All travel arrangements must be made IAW:

1. [DoDD 4500.09E, Transportation and Traffic Management](#), 11 September 2007,
2. [DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services](#), 5 January 1987 and
3. Service regulations.

#### **U2410 NON-U.S.-CERTIFICATED AIRCRAFT OR SHIP TRANSPORTATION**

Transportation on a non-U.S.-certificated aircraft or ship must *not* be authorized/approved unless the conditions in, par. U3525 are met.

#### **U2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED**

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

B. Transaction Fee Reimbursement. When an available CTO is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the GOV'T/GOV'T procured transportation cost.

#### **U2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE**

A. General. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the actual authorized/approved transportation cost NTE the policy-constructed airfare (see APP A1 definition) that meets mission requirements.

B. Non-Availability Limitations. 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.

C. Transaction Fee Reimbursement. When a CTO is not available, the transaction fee incurred for arranging transportation is a Reimbursable Expense. See APP G.

## PART G: GOV'T TRAVEL CHARGE CARD (GTCC) USE

### U2500 DoD POLICY

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

#### B. Program Policies and Procedures

1. DoD Uniformed Services. The GTCC program policies and procedures (including central billing and unit cards) are found in the [DoDFMR 7000.14-R, Volume 9](#), "Travel Policy and Procedures".
2. Non-DoD Services (USCG, NOAA, and PHS Only). The GTCC program policies and procedures in the non-DoD Uniformed Services are found in Service regulations.

### U2505 CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA) NOTIFICATION STATEMENTS

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

### U2510 GTCC PURPOSE AND INFORMATION

[DoDFMR 7000.14-R, Volume 9, Chapter 3, par. 030607](#) indicates the purposes for which a DoD GTCC may be used.

### U2515 GTCC USE AND RESTRICTIONS

- A. General. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action.
- B. Restrictions. To prevent misuse of the GTCC IBA and city-pair airfares for leisure travel a copy of the relevant travel order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement.
- C. Exceptions. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the CTO.

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## PART H: GOV'T QTRS USE/AVAILABILITY

### U2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY

For Coast Guard, NOAA, and PHS Personnel, GOV'T QTRS are available only if use is directed in the order.

### U2555 GOV'T QTRS USE

A. Directed Use. A member may be required to use GOV'T QTRS only if:

1. Sent TDY to a U.S. INSTALLATION (see APP A1); *and*
2. The GOV'T QTRS on that U.S. INSTALLATION are adequate and available, *and*
3. The TDY order directs their use.

B. Member Assigned to a CONTINGENCY OPERATION for More Than 180 Days at One Location

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

### U2560 GOV'T QTRS AVAILABLE

A. Checking GOV'T QTRS Availability

1. A member ordered to use GOV'T QTRS on a U.S. INSTALLATION (as opposed to a town/city) *is required* to check GOV'T QTRS availability (through the CTO) at (*not near*) the assigned U.S. INSTALLATION.
2. The member *is not required* to seek/check for GOV'T QTRS when TDY to a U.S. INSTALLATION/RESERVATION after non-availability documentation has been initially provided.
3. Example: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and certifies non-availability, or is issued non-availability documentation. The member cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there. See par. U2570.

B. AO Directs GOV'T QTRS. The AO:

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

C. Availability/Non-availability Documentation

1. Availability/non-availability must be documented (see par. U2570).
2. Non-availability documentation is required only for GOV'T QTRS on (not near) the U.S. INSTALLATION at which a member is TDY.

D. Member Uses Other Lodgings as a Personal Choice. A member:

1. Should use adequate and available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY.
2. Who uses other lodgings *as a personal choice*, when adequate GOV'T QTRS:
  - a. Use is directed on that U.S. INSTALLATION, and
  - b. Are available on that U.S. INSTALLATION,

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

E. Per Diem Limitation Not Allowed. Per diem cannot be limited based on 'nearby' GOV'T QTRS that are not on the U.S. INSTALLATION, to which the member is assigned TDY, but on another 'nearby' U.S. INSTALLATION, uniformed facility, or elsewhere.

### U2565 GOV'T QTRS NOT AVAILABLE

The Services have predetermined that GOV'T QTRS are *not available*:

1. When a TDY/delay point is at other than a U.S. INSTALLATION (See APP A);
  2. When an AO determines that GOV'T QTRS use would adversely affect mission performance except for:
    - a. A member attending a service school at a Uniformed Service facility, and
    - b. An O-7 through O-10 officer who personally determines QTRS availability;
  3. During en route travel periods;
  4. For any TDY/delay of only 1 night at one location (stopover or multiple locations);
  5. When travel is ICW a PCS:
    - a. When per diem is payable under 'MALT-Plus' (see JFTR, par. U5105-B);
    - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or
    - c. To a ship/afloat staff with an OCONUS home port, and;
      - (1) A member is accompanied by dependents authorized concurrent travel;
      - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;
- and GOV'T QTRS are not available for the entire family; or
6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See JFTR, par. U7551.

**U2570 TRAVEL ORDER/VOUCHER**

A. Documentation. Availability/non-availability must be documented by the member by:

1. Confirmation number provided by the Service's lodging registration process; or
2. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
3. Member certification that GOV'T QTRS were not available on arrival.

B. Authorization/Approval. When a member provides acceptable documentation of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

C. Paper Non-Availability Statement Not Required (Effective 1 October 1995). Per USD(P&R) memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

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## PART I: MILEAGE AND MALT RATES

### U2600 TDY & LOCAL TRAVEL

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

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

B. Non-Motorized Transportation Mode

1. Mileage allowance is not authorized for non-motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions [B-184641, 11 September 1975](#); [B-196484, 19 February 1980](#) and [B-201654, 12 January 1981](#).
2. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.

C. Helicopter and Privately-owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately-owned boat use are not reimbursed on a TDY mileage basis. See pars. U5905 and U5915.

D. POC Use Instead of GOV. See par. U4785 for POC use instead of a GOV.

### U2605 PCS, HHT (DoD CIVILIAN EMPLOYEE), FIRST DUTY STATION, AND SEPARATION TRAVEL

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

B. MALT Rate

1. *Effective 1 January 2012*, the MALT rate per authorized POC is \$.23/mile. The MALT rate in effect from 1 July – 31 December 2011 was \$.235/mile.
2. The \$.23/mile rate is effective for all PCS travel that commences on or after 1 January 2012 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2012 must be paid at the old rate (\$.235/mile) even if the travel was not completed until after 1 January 2012.
4. Par. U5015 clarifies general information and reimbursement ICW MALT.

5. Regardless of the POC type used (except in par. U2615), this is the PCS travel MALT rate. See par. U2650 for official distance determination.
6. See par. U5105-B if there is more than one authorized traveler in a POC.

#### U2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

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

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

#### U2615 SELF-PROPELLED MOBILE HOME

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

## PART J: OFFICIAL DISTANCE DETERMINATION

### U2650 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). [The Defense Table of Official Distances \(DTOD\)](#):

1. Is the only official source for worldwide PCS and TDY distance information.
2. Replaces all other sources used for computing distance (except for airplanes see par. U2650-B).
3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to and from foreign locations).
4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
5. Does *not* apply to the following travel distances that are determined by odometer readings:
  - a. In and around the PDS or TDY sites,
  - b. Between home/office and transportation terminal,
  - c. For short distance moves, within the same city, or
  - d. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. U7150-B.

B. Privately Owned Airplane

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

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. U3035.

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

E. Missing Location

1. Each DoD INSTALLATION (CONUS and OCONUS) should be listed in the DTOD.
2. If a facility is not listed, contact DTOD at <https://dtod.sddc.army.mil/default.aspx>.

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## PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

### U2700 TRAVEL VOUCHER SUBMISSION

Travelers should submit a travel voucher IAW Service administrative and/or procedural directives. Use [DoDFMR, Vol. 9](#) except when official assignments (TDY, TCS or PCS) are funded by a non-DoD agency. Non-DoD Services should use Service regulations.

### U2705 FRAUDULENT CLAIMS

A. Payment Requirements. For requirements regarding payment when fraudulent expense(s) are suspected, see:

1. [DoDFMR, Vol. 9](#) (DoD Services/Components), or
2. Service regulations (Non-DoD Services).

B. Suspicious Expenses. When there is reasonable suspicion of a falsified expense for:

1. *Other than* the cost of lodging, meals or incidentals, the suspicious expense is not allowed.
2. Lodging, meals or incidentals, the applicable per diem/AEA is denied for the entire day on which the suspected expense is claimed.

C. GOV'T Reimbursement. IAW [DoDFMR, Vol. 9](#) (or Service regulations for non-DOD Services) if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the GOV'T ([57 Comp. Gen. 664 \(1978\)](#) and [61 id. 399 \(1982\)](#)).

### U2710 RECEIPT REQUIREMENTS

A. General

1. [DoDFMR, Vol. 9](#) requires a receipt for each:
  - a. Lodging expense, regardless of the amount, and
  - b. Individual expenditure of \$75 or more.
2. A receipt must show:
  - a. When specific services were rendered,
  - b. When articles were purchased, and
  - c. The unit price.
3. Requirements for additional receipts are discouraged. If a traveler's claim has doubtful reimbursement requests, see par. U2705.
4. Travelers are advised to retain ALL receipts for tax/other purposes.
5. A 'lost receipt' statement (see U2710-B) *is not a substitute* for an online booking hotel receipt.

B. Lost Receipt

1. If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the

circumstances must be furnished.

2. For lodging, a statement must include:
  - a. The lodging facility name and address,
  - b. Dates the lodging was obtained,
  - c. Whether or not others shared the room (and the sharer's status as an official traveler), and
  - d. The cost incurred.

C. Review and Administrative Approval

1. The AO must determine if claimed expenses are reasonable.
2. Expenses must not be approved if they are:
  - a. Inflated/inaccurate, or
  - b. Higher than normal for similar services in the locality.

**U2715 LOST/STOLEN/UNUSED TICKET**

A. General. The traveler:

1. *Must safeguard tickets carefully at all times;*
2. Must immediately report a lost/stolen ticket to the issuing CTO;
3. Is financially responsible for purchasing a replacement ticket;
4. Must not be reimbursed for the replacement ticket purchase until the GOV'T has received a refund for the lost/stolen ticket;
5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the GOV'T is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and
6. Must return unused tickets to the CTO.

B. Turning in Unused Tickets. [SF-1170, Redemption of Unused Tickets](#), is usable, if authorized in Service regulations ICW turning in unused tickets.

**U2720 LOST/STOLEN/UNUSED GTR**

A. General. A traveler/other accountable person:

1. *Must safeguard a GTR carefully at all times.*
2. Must immediately notify the proper official, IAW Service procedures, if a GTR is lost/stolen.
3. Must immediately notify the named carrier and other local initial carriers, IAW Service procedures, if the lost/stolen GTR shows the carrier service desired and origin point.

4. Must send (*and not use*) a recovered GTR that has been reported as lost, to the activity specified IAW Service regulations.
5. May be held liable for any GOV'T expenditure caused through personal negligence (the member for the dependent also under most circumstances) in safeguarding GTRs.

B. Personal Use of GTR Prohibited. A GTR:

1. May be issued and used *only for official travel*; and
2. *Must not be issued/used for personal travel*, regardless of the reason, even on a reimbursable basis.

**U2725 TRAVELER WITHOUT SUFFICIENT FUNDS**

- A. General. A traveler without sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost charge basis IAW Service regulations. DoD personnel see [DoD 4500.9-R, DTR, Part 1](#). Non-DoD Services see Service regulations.
- B. Transportation. Necessary transportation is furnished as a personal loan for the traveler's benefit.
- C. Financial Responsibility. The traveler remains financially responsible to the GOV'T for the lost/stolen ticket cost, regardless of fault or negligence.

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## PART L: LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION

### U2800 GENERAL

A. Authority. Service-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area.

B. Local Area. The local area is the area:

1. Classification. The local area is:

- a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;
- b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service in a written directive. *An arbitrary distance radius must not be established to define a local commuting area* ([59 Comp. Gen. 397 \(1980\)](#)); or
- c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis.

2. Designation. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component.

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.

2. These designated officials also are responsible for:

- a. Furnishing public transit system tokens/tickets, when appropriate; (***NOTE: DoD or the Service must specify the business practice for managing and safeguarding such items, if applicable***), and
- b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

3. The furnishing of public transit system tokens/tickets does not relate to the transit subsidy program.

D. Reimbursable Expenses. See APP G.

E. Mass Transit Subsidy Voucher. A mass transit subsidy voucher:

1. Is *not* covered in the JFTR;
2. Is intended only for transportation from home to work site and return to home;
3. Is not intended for use to pay for travel to/from/between alternate work site(s); and
4. Used to travel to/from/between alternate work site(s) prevents the traveler from receiving local travel reimbursement for that travel.

F. Travel to and from Medical Facilities

1. Official Ordered Travel at GOV'T Expense

a. A member ordered to a medical facility within the local area to:

- (1) Take a required physical examination, or
- (2) Obtain a medical diagnosis and/or treatment,

is on official business and must be reimbursed for transportation, unless GOV'T transportation is provided.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.

**U2805 PDS AREA TRAVEL**

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel during usual official duty hours, between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point.

B. Commercial Transportation

1. 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.

2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:

- a. Local public transit system (when tokens, tickets or cash fares are not furnished);
- b. Taxicab fares plus transportation-related tips; and
- c. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (par. U2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See APP G.

**Part L: Local Travel in and Around the PDS/TDY Location**

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c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

a. See par. U4925 for travel to/from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

c. If the traveler does not ordinarily travel by POC to/from home, and POC travel is authorized/ approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

D. Both Commercial Transportation and POC Travel. When POC and/or commercial transportation use is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;
2. The actual cost of necessary POC parking; and
3. The cost of local public transit system when tokens, tickets or cash fares are not furnished (***NOTE: The Service must specify the business practices for managing and safeguarding such items, if applicable.***)

E. Examples

1. **Example 1.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ( $50 + 25 + 10 - 70 = 15$ ).

2. **Example 2.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

3. **Example 3.** The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles ( $15 + 30 + 15 = 60$  miles x TDY mileage) minus \$7.

4. **Example 4.** The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles ( $45 + 67 + 12 - 10 = 114$  miles x TDY mileage) minus \$10.

**Part L: Local Travel in and Around the PDS/TDY Location**

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5. **Example 5.** The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.

6. **Example 6.** The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.

7. **Example 7.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for the ordinary POC commute).

**U2810 TRAVEL AT THE TDY LOCATION**

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site

1. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty.
2. The traveler must furnish a statement that GOV'T transportation was not available or, if available, was not suitable for the travel involved.
3. The traveler may be reimbursed for:
  - a. Daily round trips between lodging and place of duty; and
  - b. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transit system fares;
2. Taxicab fares plus transportation-related tips (*when to the GOV'T's advantage*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when to the GOV'T's advantage*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed IAW par. U2805-C.

**U2815 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's, regular working hours, and
2. Dependent on public transportation for travel, and
3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis is to the GOV'T's advantage be written separately or be placed on the reimbursement voucher.

D. POC Mileage. There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours ([58 Comp. Gen. 188 \(1978\)](#); [B-171969.42, 9 January 1976](#); [B-202836, 19 November 1981](#); and [B-307918, 20 December 2006](#)).

**U2820 VOUCHERS AND SUPPORTING DOCUMENTS**

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## CHAPTER 3

### TRANSPORTATION

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## PART A: GENERAL

### SECTION 1: POLICY AND RULES

#### U3000 SCOPE

A. General. This Chapter applies to worldwide TDY and PCS travel by any transportation mode. It prescribes rules for accommodations a GOV'T funded traveler may use on a specific transportation mode, U.S.-certificated carrier use, travel agency use, transportation expense reimbursement, travel in and around the TDY/PDS, and baggage transportation authority.

B. CTO Use. It is MANDATORY that a traveler:

1. Uses an available contracted CTO (DTMO-contracted for DoD Services), or a GSA contracted TMC (when a contracted CTO is not available) for all official transportation requirements, or
2. Must contact the responsible Agency/Service designated official if there is not an available contracted CTO for the official travel. DoD travelers contact DTMO.

#### U3005 TRAVEL/TRANSPORTATION POLICY

A. General. The least expensive, unrestricted economy/coach class accommodation is the standard for all passenger transportation modes.

B. Travel Prudence/Stewardship of GOV'T Funds. *A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business at personal expense.*

C. GSA City Pair Program/Airfares. See APP P. Contract city-pair program regulations are found in DTR 4500.9-R, Part I, Chapter 103, pars. A2 and B2.

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

E. Usual Routing. Transportation professionals are typically aware of the 'usual routing' by which travelers are routed between locations.

1. The AO must justify travel other than by a usually traveled route.
2. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
3. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons.
4. Official travel locations must be identified and, if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

5. Examples

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

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

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

G. **Accommodations**

1. **Common Carrier Accommodations.** Common carrier accommodations ICW official travel, are in Ch 3, Parts F, G, and H.

2. **Medical Reasons.** See par. U2110-J for medical reasons/justification for 'other than economy/coach' accommodations

3. **Physical Characteristics.** AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom).

4. **Special Needs.** See APP A for SPECIAL NEEDS definition.

5. **Less than Minimum Standards.** A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the traveler/Service needs require use of these accommodations.

H. **Non-U.S.-certificated Carrier Reimbursement.** A traveler may not be reimbursed for travel at personal expense on a non-U.S.-certificated aircraft/ship, except as in par. pars. U3525 and U3665.

I. **Dependent Seating.** Each dependent, traveling at GOV'T expense, is authorized a seat.

J. **Interlining**

1. **General.** When interlining (automatic baggage transfer between airlines) is unavailable the traveler must go to the baggage area, pick up the luggage, go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

2. **Interlining Unavailable.** If a traveler must change airlines to get to a destination, and one/both airlines do not interline baggage, the traveler is not required to use that airline even if it is less expensive.

3. **Restrictions.** This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation.

**U3015 COMMON CARRIER TRANSPORTATION PROCUREMENT**

A. **Passenger Movement.** See DTR 4500.9-R, Part I - Passenger Movement.

B. **City-Pair Program.** See APP P for policy and FAQs regarding the City-Pair Program.

## U3020 UNUSED GOV'T-PROCURED TRANSPORTATION

### A. General

1. A traveler who returns unused GOV'T procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.
2. When a traveler knows transportation and/or accommodations reservations will not be used, the traveler must cancel the reservations within the specified time limit.
3. When the transportation furnished is different/less value than authorized on the ticket, or when a journey is terminated short of the specified destination, the traveler must report the facts to the servicing transportation office.
4. All adjustments ICW official transportation must be promptly processed to prevent loss to the GOV'T.
5. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, airfare adjustment notices, etc., and information relating to the unused transportation must be turned into the local CTO/TMC.
6. Failure to follow these procedures may subject the traveler to liability for any resulting losses.
7. See pars. U2715 and U2720 for lost/stolen/unused ticket/GTR reimbursement.

### B. GOV'T Cost Involved. When GOV'T cost is involved, the cost for:

1. Sleeping/parlor car accommodations furnished and used, and/or
2. Shipping UB on tickets without the passenger,

must be deducted from the amount otherwise payable to the traveler.

## U3025 TRAVEL TIME

### A. Travel by GOV'T Conveyance and/or Common Carrier on GOV'T-Procured Transportation. Travel time for travel by:

1. GOV'T conveyance (except GOV'T automobile), and/or
2. Common carrier obtained by *GOV'T-procured transportation*

is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. U3025-C.

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

### C. POC

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

- a. POC, if to the GOV'T's advantage, and

- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. GOV'T conveyance (vehicle).

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

3. Unauthorized Use. If a POC is used, but not authorized by the AO as being to the GOV'T's advantage, travel time is limited to that authorized in par. U3025 for the authorized commercial transportation for the official ordered travel distance.

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

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

E. TDY Travel by Mixed Mode

1. POC Use to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3025-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. U3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. U3025-C for commercial transportation for the official distance of the ordered travel.

F. Special Conveyance Travel. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3025-C.***

**U3030 SCHEDULING TRAVEL**

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

B. Factors. Consideration should be given to all of the following:

- 1. Duty hours;
- 2. Duty requirements;
- 3. Lodging availability at origin, destination or intermediate stops;
- 4. The need for onward transportation;
- 5. The traveler's comfort and well being;
- 6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
- 7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;

8. Scheduling travel for a departure to enable an en route rest stop or an overnight rest period at the destination.
9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and
10. Carefully reviewing requests for first and business-class to determine if mission needs may allow for a change in travel dates to support a lower class accommodation.

C. Early Departure. When a traveler departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the traveler should be prepared to provide a brief statement of the reason for departing earlier than scheduled, if such a statement is required by financial regulations.

### **U3035 SEPARATE JOURNEYS**

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. Passenger POE,
4. Passenger POD,
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,
9. A designated place,
10. A COT leave location,
11. Safe haven location,
12. POV loading port/VPC,
12. POV unloading port/VPC
13. POV storage facility, and
14. PLEAD.

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## PART A: GENERAL

### SECTION 2: TRANSPORTATION REIMBURSEMENT

#### U3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;
2. Transportation to/from carrier terminals; and
3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

#### U3045 PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all Uniformed Services travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. 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.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. U1245 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. U3045-D, U3045-E, U3045-F, U3045-G, and U3045-H.
2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.
3. See Ch 4, Part K when the transportation is partly by POC.
4. If a traveler uses GOV'T-procured transportation for part of a journey (see par. U3035), the limits in pars. U3045-D and U3045-E must be reduced by its cost.
5. This policy does not apply to pars. U5108-A, U7200-F1a, U7205-A, U7206, U7400, U7450-A, U7451, U7500, U7551-D3, and U7551-D3D4.

C. Transaction Fee

1. 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.
2. A CTO transaction fee incurred by a traveler is a miscellaneous reimbursable expense under APP G.
3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a miscellaneous reimbursable expense under APP G.

D. GOV'T/GOV'T-contracted Transportation/In-house or CTO/TMC Is Available

1. General. When GOV'T/GOV'T-contracted transportation/in-house or CTO (APP A) services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel authorization/order, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points.
2. Constructed Cost Basis. For air transportation, constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. Otherwise, the policy-constructed airfare (APP A definition) is used.
3. Constructed Cost Limitations
  - a. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy constructed airfare (with the par. U3520-A6 exception).
  - b. Example: There is often no city-pair airfare connecting origin and destination. Several policy airfares (see APP A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city-pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city-pair airfare.
  - c. YCA city-pair airfare transportation is presumed available if there is a city-pair airfare established between the origin and destination points (as opposed to combining airfares, city-pair or otherwise between origin and destination).

E. GOV'T/GOV'T-contracted Transportation/In-house or CTO/TMC Is Not Available

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

F. Transoceanic Travel - GOV'T/GOV'T-Procured Transportation Is Available

1. When GOV'T/GOV'T-procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available GOV'T/ GOV'T-procured transportation. See par. U5108-A for PCS transoceanic travel.
2. If both GOV'T and GOV'T-procured transportation are available, the lower priced mode is the maximum

reimbursement measure.

3. When GOV'T/GOV'T-procured transportation is *not available*, reimbursement is authorized for the transportation cost NTE the policy-constructed airfare available over the direct route between the origin and destination.

4. See par. U3500-P for medically inadvisable airfare.

G. Transoceanic Ferry Fares. When a TDY traveler travels at personal expense on a transoceanic ferry that is authorized/approved as being to the GOV'T's advantage, reimbursement is authorized for the cost incurred, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)). See par. U3665 for non-U.S.-certificated ferries.

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

**U3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, §301-10, Subpart E](#))**

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 id. 116 \(1941\)](#)).

2. The TO determines the applicable transportation mode for constructed cost purposes.

3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel authorization/order, reimbursement is subject to the conditions and restrictions stated in this par.

B. GOV'T and GOV'T-procured Air Transportation Available

1. When GOV'T/GOV'T-procured air transportation use is required under pars. U3500-O, U3530, U3530-B, and U3530-C, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T-procured air transportation.

2. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available.

3. If a city-pair airfare is not available between the origin and destination, the constructed cost is limited by the policy-constructed airfare (APP A definition) (with the exception noted in par. U3520-A6).

4. Non-capacity controlled city-pair airfare transportation is presumed available if there is city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

5. GOV'T/GOV'T-procured air transportation is not available when:

a. An AO determines that GOV'T and/or GOV'T-procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

b. GOV'T and/or GOV'T-procured air transportation use would involve circuitous travel or undue inconvenience; or

c. Travel via aircraft is medically inadvisable.

6. The lower-priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T-procured transportation are both available.

7. If only GOV'T-procured transportation is available, its cost is the reimbursement limit.

**C. GOV'T/GOV'T-procured Air Transportation Not Available**

1. When GOV'T/GOV'T-procured air transportation is not available, or GOV'T air transportation is not available, reimbursement for transportation used must not exceed the policy-constructed airfare (APP A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.

2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

**D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships**

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non-U.S.-certificated/registry carrier (or ship) service is used.

2. If U.S.-certificated/registry carrier/ship service is available for an entire trip and the traveler uses a non-U.S.-certificated/registry carrier/ship for any part, or all, of the trip, the transportation cost on the non-U.S.-certificated/registry carrier or ship is *not payable* ([FTR §301-10.143](#)).

**E. Computation**

1. Except as prohibited in pars. U3525 and U3660, reimbursement for travel by other than that authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. The traveler is paid whichever (actual or constructed) is less.

2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.

3. Constructed reimbursement for taxicab fares, plus tip or public transit system fares, must not exceed the amount that would have been incurred by the authorized transportation mode.

4. Per diem is limited to the amount that would have been paid for travel by the authorized transportation mode.

5. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

**F. Dependent Travel Limited to the GOV'T-offered Air Transportation Cost.** Dependent travel reimbursement is subject to the travel authorization/order limitations. See par. U3500-O.

## PART B: BAGGAGE

### U3100 ACCOMPANIED BAGGAGE

#### A. General

1. This par. prescribes transportation authority for:
  - a. Accompanied baggage transported free on a transportation ticket, and
  - b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
2. See APP A for definitions of BAGGAGE and BAGGAGE, ACCOMPANIED.
3. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
4. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed.
5. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.
6. See par. U1300-D for lost, delayed, or damaged accompanied baggage claims.
7. See APP G for reimbursement of charges for baggage transferring, storing, checking, and handling.

#### B. Stopping Accompanied Baggage while the Baggage Is in Transit

1. Accompanied baggage that has been checked on a ticket beyond the point at which the traveler prematurely leaves the carrier should be stopped.
2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the transportation officer who issued the ticket at the time of transmitting the unused ticket for redemption.
3. ***Failure to observe this rule results in any excess cost to the GOV'T being the traveler's financial responsibility.***

C. Accompanied Baggage Return as Part of a Troop Movement. When a member's accompanied baggage is integrated into baggage transported as part of a troop movement but the member is later removed from the movement order, expedited transportation may be used to return/forward that member's accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

### U3105 EXCESS ACCOMPANIED BAGGAGE

#### A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and
2. May include the first piece of accompanied baggage, ***if there is a charge for the first piece.***

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

C. Authorization/Approval. An AO may authorize/approve reimbursement for 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 Secretarial process determination.

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

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

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 a MCO.

**U3110 UNACCOMPANIED BAGGAGE (UB)**

*UB is also commonly referred to as "Hold Baggage" by some Services/Agencies.*

A. General

1. Definition. See APP A, **BAGGAGE**.
2. HHG Weight Allowance. UB weight is part of the traveler's authorized HHG weight allowance.
3. Weight Limitation. The maximum weight of UB transported by any mode, at GOV'T expense is 2,000 lbs. (net).
4. Weight Limit Example: Traveler's HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The traveler 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 that may be transported by an expedited mode) may be transported to the OCONUS PDS.
5. Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBPE, the cost of transporting the excess UB weight is the traveler's financial responsibility.

B. Expedited UB Shipments

1. Authorized Transportation. UB transportation is authorized by an expedited transportation mode when necessary to enable the traveler to carry out assigned duties and/or to prevent undue hardship to the traveler/dependent.

2. Weight Limit. 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 Service regulations.

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## PART C: TRANSPORTATION MODE

### U3200 MANDATORY DoD POLICY

It is **MANDATORY** policy that travelers use an available CTO for all official transportation requirements. See Ch 2, Part F regarding mandatory CTO use.

### U3205 REQUIRED USE OF MILITARY AIRCRAFT

For the limited number of senior officials designated by SECDEF as “required use” travelers on military aircraft see [DoDD 4500.56](#), DoD Policy on Use of GOV’T Aircraft and Air Travel, Enclosure 2.

### U3210 AUTHORIZED TRANSPORTATION

#### A. General

1. Travel should be by the most expeditious practicable transportation mode that meets mission requirements.
2. The AO is responsible to select the transportation mode.

B. Transportation Mode. Official TDY/PCS travel may be authorized/approved on any combination of the following:

1. GOV’T (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial (including GOV’T contracted) aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***
3. POC,
4. Special conveyance,
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

#### C. Transportation Mode Exception

1. A traveler is not required to travel via a particular transportation mode if there is a **valid reason** for excluding that mode. **Example:** Travel by air may be excluded if travel by that mode is precluded for medical reasons.
2. A statement on the travel order must indicate the reason for nonuse of a particular transportation mode. The statement provides travel reimbursement justification based on the authorized transportation mode, including the constructed cost based on the authorized mode if needed.
3. **Example:** Air transportation is to the GOV’T’s advantage but air travel is medically precluded. The travel order must contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail (or whatever other form of) transportation is authorized.”

#### D. Arranging and Determining Transportation Modes

1. CONUS. Determination to use one, or a combination, of transportation modes for travel within CONUS must be based on the following factors:
  - a. Urgency and purpose of the travel;

- b. Ability to provide necessary service to meet mission requirements;
- c. Amount of accompanied baggage, or working equipment, necessary to accompany the traveler;
- d. Savings in the traveler's productive time (workdays only);
- e. Availability of adequate accommodations;
- f. Any special facilities or schedule that aids in maintenance of necessary security, when applicable; and
- g. Savings to the GOV'T ICW a PCS order and dependent's transportation.

2. OCONUS

- a. Transportation must be arranged through an available CTO. See Ch 2, Part F.
- b. The AO should specify a particular transportation mode on the order for travel to/from/within an OCONUS area. The transportation officer/CTO makes the transportation mode determination if the AO does not.
- c. The transportation officer/CTO must not provide transportation via a mode that has been prohibited by the AO.
- d. Travel may be approved for:
  - (1) AMC, including charter/individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic;
  - (2) MSC, when available; or
  - (3) Commercial transportation.
- e. Except for ferries, travel by ship is not to the GOV'T's advantage unless the higher costs (i.e., per diem, transportation, and lost work time) associated with ship transportation are justified.
- f. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process.
- g. Reimbursement for ship transportation must be IAW the use of ships of U.S. registry.
- h. When a traveler, authorized to use available AMC/MSD facilities, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. U3045-B. All travel must be made IAW Ch 2, Part F.

**U3215 AO DETERMINATION**

- A. Transportation Not Directed. The AO, when not required to direct the transportation mode, ordinarily authorizes the transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations.
- B. TDY and Transoceanic PCS Travel. If the AO fails to make a determination or direct/authorize the transportation mode, air transportation is the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission requirements efficiently or economically.

## U3220 DIRECTING TRANSPORTATION MODE

### A. General

1. A traveler *may not be directed* to use a POC or a special conveyance.
2. Dependent travel *may not be directed* by a particular mode.
3. A traveler may select POC for overland PCS travel.
4. A traveler must comply with all regulations ICW the directed/selected transportation mode.
5. The AO may direct the use of one or more TDY transportation modes that does not involve a PCS move.
6. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed for an individual PCS move.

B. Reimbursement. When a specific transportation mode is directed (except PCS transoceanic travel) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost. *This does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500, and U7551, items 3 and 4.*

C. Reimbursable Expenses. Reimbursement is allowable for additional TDY transportation expenses (e.g., taxicab, bus, subway fares) as authorized in Ch 3, Part D.

## U3225 TRANSPORTATION MODE SELECTION

### A. Contract Air Service

1. City-Pair Airfare Available. Discount airfare use offered by a contract air carrier between certain cities (city-pairs) is generally to the GOV'T's advantage. These airfares should be used for official air travel between those cities. If the city-pair carrier offers both a YCA airfare and a 'Dash'CA airfare and the 'Dash'CA airfare is available when the traveler makes the reservation, the 'Dash'CA airfare (which is less expensive than the YCA airfare) must be selected.
2. City-Pair Airfare Not Available. If a city-pair airfare is not available, the policy-constructed airfare (See the APP A definition) should be used. This includes a lower airfare offered by a non-contract U.S.-certificated carrier limited to a traveler on official business, e.g., MDG, ODG, VDG, and similar airfares.
3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S.-certificated airline.
4. Contract Air Service Exceptions. For exceptions and specific guidelines regarding the use of contract city-pair air service, see:
  - a. APP P (City Pair Program);
  - b. The [FTR, §301-10.107](#);and
  - c. [DoD 4500.9-R, Part I](#) Chapter 103, pars. A2 and E.
5. Grantees. A grantee (civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.

**B. Non-contract Air Service**

1. The use of non-contract U.S.-certificated air service – when city-pair service is available - may be authorized only when justified under the conditions noted in par. U3225-A.
2. Advance authority and specific justification for non-contract air service use should be shown on the travel order or other form of travel document before the actual travel begins unless extenuating/emergency circumstances make advance authorization impossible.
3. The traveler must obtain written approval from the appropriate Service designated official at the earliest possible time after completing the travel if the requirement to use non-contract U.S.-certificated air service arose after the travel order was issued. The approval and justification must be stated on, or attached to, the travel voucher.

**C. Rail or Bus Service**

1. Rail/bus service may be used when it is:
  - a. To the GOV'T's advantage (with cost, energy, and other factors considered); and
  - b. Compatible with official travel requirements.
2. The use of discount fares offered to the GOV'T by rail/bus carriers is advantageous.
3. Discount fares, that meet mission requirements, should be used to the maximum extent possible.

**D. Automobile**

1. Rental Automobile. A DTMO contracted rental automobile is the first resource for short term automobile rental by a TDY traveler. This applies to a traveler who travels to a destination by common carrier (e.g., plane, train, or bus) and is authorized a vehicle for local area transportation.
2. GOV'T Furnished Automobile. A traveler may use a GOV'T furnished automobile if practical.
3. Cost Consideration. If cost consideration is used in determining whether a GOV'T contract rental or a GOV'T furnished automobile should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the automobile.
4. Traveler's Cost Liability when Selected Mode Not Used
  - a. The traveler should use the transportation mode authorized/approved by the AO as being to the GOV'T's advantage.
  - b. Any additional cost resulting from use of a transportation mode other than specifically authorized/ approved, or required by regulation (e.g., contract air service) is the traveler's financial responsibility.

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

**F. Non-motorized Transportation**. The AO may authorize/approve:

1. A non-motorized transportation mode (e.g., bicycle, etc.), but a mileage allowance is not authorized for the official travel.
2. Reimbursement of transportation related expenses ICW non-motorized transportation, in the GOV'T's interest, NTE the most advantageous transportation mode cost, per the AO determination.

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

**U3300 GENERAL**

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

**U3305 MISCELLANEOUS REIMBURSABLE EXPENSES**

- A. Allowable Reimbursement. A traveler may be reimbursed for transportation-related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. U3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.
- B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.
- C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See APP G.

**U3310 TAXICAB/LIMOUSINE SERVICE USE**

- A. To/from Transportation Terminal
1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares plus tip between:
    - a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;
    - b. Transportation terminals if a free transfer is not provided;
    - c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
    - d. A transportation terminal and limousine service terminal.
  2. PDS Boundary for Travel Reimbursement. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.
- B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi/limousine fares plus tip from the:
1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and
  2. PDS to the residence on the TDY return day.

**U3315 BUS, STREETCAR, AND SUBWAY USE**

A. To/from Transportation Terminals

1. Reimbursement is authorized for bus, streetcar, and subway fares as follows:
  - a. Between places of residence, lodging, or duty at the PDS/TDY station and the transportation terminal;
  - b. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
  - c. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the traveler's control.
2. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the traveler commutes daily to/from the place of duty.

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

**U3320 SPECIAL CONVEYANCE USE**

A. Authorization/Approval. An AO may:

1. Authorize/approve special conveyance (e.g., rental car) use when the use is to the GOV'T's advantage.
2. Not authorize/approve special conveyance use for a traveler's personal preference or minor inconvenience.

B. To/from Carrier Terminals. The traveler:

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

C. Between Duty Stations

1. The AO may authorize/approve travel by special conveyance:
  - a. To, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or
  - b. When special conveyance use is determined to be advantageous to the GOV'T.
2. Reimbursement is authorized for the total expense incurred in the conveyance use.

D. In and around PDS/TDY Station. See Ch 2, Part L for special conveyance use reimbursement in and around the PDS/TDY station.

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

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

F. Reimbursement

1. General. See APP G for special conveyance reimbursement (including aircraft).
2. Limitation. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. U3310-A

G. Special Conveyance Receipts. See par. U2000-B, and [DoDFMR 7000.14-R, Volume 9](#).

### U3330 SELECTING A RENTAL VEHICLE

A. Instructions and Guidance. See [DTMO rental car agreement](#), and [DTR, Part I, Passenger Movement, Chapter 106, Policy](#) for instructions and guidance for the selection of rental vehicles.

B. CTO Use. It is **mandatory policy that a traveler use an available** CTO to obtain a rental vehicle. It is **not mandatory** to use a CTO when renting an airplane or bus.

C. Rental Service Cost

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

D. DTMO Rental Car Agreement

1. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T.
2. To view DTMO approved rental car companies and rates see [rental cars](#), or [rental trucks](#).
3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel.

4. A vehicle offered by a participating vendor, but not listed under the agreement, is not covered under the agreement. The specific vehicle does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel unless a similar vehicle is not otherwise available.

5. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel.

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

E. Additional Rental Car Cost. A traveler disregarding rental car arrangements made by a CTO may be required to provide justification for additional rental car costs before reimbursement is allowed, or will be financially responsible for the cost difference.

F. Motor Pools and Commercial Rental Companies. See [DTR, Part I, Chapter 106](#), and Service regulations for policies, instructions, and guidance regarding motor pools and automobile rental from commercial rental companies.

G. DTMO Vehicle Rental Agreements. [DTMO](#) vehicle rental agreements apply to all Uniformed Services.

H. Domestic and Foreign Rental Car Information. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained by:

1. Mail:

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

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

3. The [DTMO website](#).

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

J. Non-DOD Services. See Service issuances for CTO use ICW rental cars.

### U3335 COURTESY TRANSPORTATION USE

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

## PART E: GOV'T CONVEYANCE USE ON TDY

### U3400 GOV'T AUTOMOBILE USE ON TDY

#### A. Requirements

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

#### B. Exceptions

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

C. Personal Preference. Personal preference/minor inconvenience is not a basis for authorizing/approving POC/special conveyance use instead of a GOV'T-furnished automobile.

D. Limited to Official Purposes. Use of a GOV'T automobile is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

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

### U3405 AERO CLUB AIRCRAFT USE ON TDY

A. Policy. A personal preference to use Aero Club owned or GOV'T loaned aircraft use does not take precedence over normal GOV'T conveyance use.

B. Authorization. Aero Club aircraft travel must be authorized IAW Service/DoD component's administrative regulations.

C. Allowable Travel Time for Per Diem or Actual Expenses Computation. See par. U3025-D.

**D. Reimbursement Limitations**

1. When the use of these aircraft is authorized/approved, reimbursement is authorized for the necessary expenses, NTE the GOV'T's commercial transportation cost.
2. Accompanying passengers receive no payment for transportation in the Aero Club aircraft.
3. When two or more official travelers are authorized to travel together in an Aero Club aircraft, reimbursement to the operator (pilot) is for the actual necessary expenses NTE the GOV'T's total commercial transportation costs for the pilot and accompanying travelers.

**E. Allowable Expenses. Necessary expenses incurred include:**

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

**U3410 GOV'T AIRCRAFT USE ON TDY**

**A. Air Mobility Command (AMC)**

1. Travel may be authorized by AMC aircraft IAW Service written issuances.
2. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel order.

**B. Military Aircraft other than AMC.** Travel may be authorized by military aircraft other than AMC IAW Service written issuances.

**U3415 REIMBURSABLE EXPENSES**

See **Conveyance, Government** in APP G except for Aero Club aircraft (see par. U3405).

**U3420 ALLOWABLE TRAVEL TIME FOR COMPUTATION OF PER DIEM OR ACTUAL EXPENSES**

When TDY travel is directed and performed by GOV'T conveyance, allowable travel time is computed under par. U3025.

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## PART F: COMMERCIAL AIR TRANSPORTATION

### U3500 GENERAL

- A. Cost Efficiency. Common carrier air transportation is generally the most cost efficient and expeditious way to travel.
- B. Arranging Transportation. Arranging official transportation through a DTMO-contracted or GSA-contracted TMC (when a DTMO-contracted CTO is not available) is mandatory.
- C. Personally Procured Transportation. See par. U3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T/ GOV'T procured transportation under this Part.
- D. Grantee Status. A grantee cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.
- E. Scheduling Travel
1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy-/coach-class accommodations.
  2. See Ch 2, Part F ICW scheduling travel.
  3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy-/coach-class accommodations for all official business travel, including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, and personnel evacuation.
- F. Rest Periods. See, par. U4485 ICW rest periods.
- G. Authorizing/Approving Officials. The officials listed in par. U3510.
1. May authorize/approve business/first class travel, and
  2. Must consider each request for business/first class service individually, carefully, and consider Command/ Agency finances and mission requirements.
- H. Decisions Support Tool
1. Business Class. See APP H3B
  2. First Class. See APP H2C.
- I. Documentation Requirements. See APP H for document requirements/procedures.
- J. Travel Order. The following must be stated on the order:
1. The traveler's certification of the reason(s) for 'other than economy/coach' use.
  2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,
  3. The cost difference between 'other than economy/coach' and economy-/coach-class.
  4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.

5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/coach' travel).

**K. Additional Costs**

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.

2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations (par. U2000).

**L. Advance Seat Assignment**. For all *official* travel, a traveler and/or dependent is authorized/approved reimbursement for any advance seat assignment fee.

**M. Blanket Travel Order**. See APP A, BLANKET ORDER for 'other than economy/coach' transportation exceptions ICW a blanket travel order.

**N. Less Than Minimum Standards**. Less than minimum standards may be authorized IAW par. U3005-G.

**O. Restrictions**

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.

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

3. GOV'T/GOV'T-procured air transportation should be used for travel to/from, and between OCONUS areas.

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

5. Par. U3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.

6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.

7. A traveler must make transportation arrangements IAW Ch 2, Part F.

**P. Air Travel Medically Inadvisable**

1. **General**. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.

2. **Bona Fide Fear or Aversion to Flying**. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.

3. **Ship Transportation**. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. U3660 for stateroom standards and

required U.S. registry ship use.

4. Family Member's Medical Travel. Non-availability of GOV'T/GOV'T-procured air transportation does not apply for directing a traveler to use GOV'T/GOV'T-procured transportation when a medical condition prevents a family member's travel by aircraft.

**U3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED**

A. Cabins Equipped with Same Seating. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full fare economy class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. Qualifying for 'other than economy/coach' travel is not required to purchase a non restricted economy fare seat in the front of the aircraft as the entire aircraft is 'economy'.

B. Business-/First-Class Airfare Costs Less than Least Expensive Unrestricted Economy-/Coach-class Airfare. When a business-/first-class airfare costs less than the least expensive unrestricted economy-/coach-class airfare, no authorization/approval is required. Comparison of the business-/first-class airfare to an economy-/coach-class airfare more expensive than the least expensive unrestricted economy-/coach-class airfare is not authorized.

C. No Cost Upgrades. Upgrades to business/first class at no cost to the GOV'T, do not require authorization/approval.

**U3510 AUTHORIZING/APPROVING OFFICIALS FOR 'OTHER THAN ECONOMY/COACH' AIR ACCOMMODATIONS DETERMINATIONS**

A. Authorizing/Approving Officials. The officials listed below may authorize/approve 'other than economy/coach' use for a traveler/dependent if any of the criteria in par. U3515 or U3520 are met. See [DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003](#) and [OMB Bulletin 93-11, 19 April 1993](#).

***NOTE FOR USCG: When USCG funds are used for official travel, 'other than economy/coach' accommodations must be authorized/approved by the USCG Commandant or Vice-Commandant.***

	<u>FIRST CLASS</u>	<u>BUSINESS CLASS</u>
OSD and Defense Agencies	Administration and Management Director. <b><i>No further delegation.</i></b>	Administration and Management Director. May be delegated no lower than three-star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star vice/deputy commanders. <b><i>No further delegation.</i></b>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four-star major commanders, three-star deputy/vice commanders, or two star/civilian equivalent level. <b><i>No further delegation.</i></b>
Public Health Service	Secretary of Health and Human Services. <b><i>No further delegation.</i></b>	Flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. <b><i>No further delegation.</i></b>
NOAA Corps	NOAA Corps Director. <b><i>No further delegation.</i></b>	
Coast Guard	Coast Guard Commandant/Vice Commandant. <b><i>No further delegation.</i></b>	

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval ***for their own business class travel*** from the next higher approval authority. See par. U2110-I.

**U3515 ECONOMY PLUS/COACH ELITE SEATING**

- A. General. This seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.
- B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the GOV'T's interest and/or necessary because the traveler and/or dependent is limited by a special need (see APP A) such that lesser cost economy-/coach-class accommodations are not adequate.
- C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating must be authorized/approved as being in the GOV'T's interest.
- D. Airline Designation/Name. Economy plus/coach elite seating service may vary from airline to airline, and use various names, but it is in the economy/coach cabin and is *not* 'other than economy/coach' travel.

**U3520 BUSINESS CLASS AND FIRST CLASS**

A. Restrictions and Limitations

1. Stopover, Rest Stop, or Overnight Rest Period. The traveler/dependent is not eligible for business class accommodations at GOV'T expense, if a/an:
  - a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or
  - b. En route rest stop is authorized, or
  - c. Overnight rest period occurs at the TDY location before beginning work.
2. Scheduled Flight Time. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes.
3. Return Flight. On TDY travel:
  - a. The 14-hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.
  - b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.
4. Contract City Pair Fare. When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.
5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEMLE, personnel evacuation, COT leave, or emergency leave since arrival/reporting time in these cases is not mission critical.
6. Aircraft has Only Two Classes of Service. If an aircraft has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front cabin is business-class.

- B. Exceptional Circumstances. Use of business-/first-class service must not be common practice and is used only under exceptional circumstances.

C. Authorized/Approved Circumstances for Business Class and First Class Use. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table. ***NOTE: If business-class is available, the traveler may not be moved into first-class even though both are shown. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.***

***NOTE FOR USCG: When USCG funds are used for official travel, 'other than economy/coach' accommodations must be authorized/approved by the USCG Commandant or Vice-Commandant.***

<p align="center"><b>Business Class and First Class Accommodations  may be Authorized/Approved Under One or More of These  Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS  CLASS</b></p>	<p align="center"><b>FIRST  CLASS</b></p>
<p>1. <u>Lower Class Accommodations Are Not Reasonably Available</u></p> <p>a. Reasonably available:</p> <p>(1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler's proposed departure time, and scheduled to arrive within 24 hours before the traveler's proposed arrival time.</p> <p>(2) Does not include a scheduled arrival time later than the traveler's required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.</p> <p>b. When 'lower class accommodations are not reasonably available' is used to justify business/first class, the authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy-/coach-class and business class or first class (as appropriate).</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>2. <u>Mission Essential</u></p> <p>a. Space is not available in economy-/coach-class on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed.</p> <p>b. When TDY travel in business/first class accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business/first class accommodations may only be authorized for the out bound flight to the TDY location.</p> <p>c. Economy-/coach-class is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work.</p> <p><b><i>Business class should be used, if available.</i></b></p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>3. <u>Medical Reasons.</u> See par. U2110-Jfor medical reasons. First-class may be considered for use when business class is not available.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>4. <u>Exceptional Security Circumstances.</u> These include:</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>

<p align="center"><b>Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS CLASS</b></p>	<p align="center"><b>FIRST CLASS</b></p>
<p>a. A traveler whose use of other than business class or first-class service would endanger the traveler's life, or GOV'T property.</p> <p>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</p> <p>c. A courier or control officer accompanying a controlled pouch/package.</p> <p><i>Business class should be used, if available.</i></p>		
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <p>a. Federal advisory committees,</p> <p>b. Special high level invited guests, and</p> <p>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV'T officials.</p> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>7. <u>Transportation Payment by a Non-Federal Source</u>. When a non Federal source pays, in advance, for the transportation service.</p> <p>a. At least one of the circumstances in this table must <i>also</i> be met.</p> <p>b. The travel order must state that transportation services have been paid, in advance, by a non federal source.</p> <p>c. <u>DoD Travelers</u>: See the <a href="#">Joint Ethics Regulation (JER), DoD 5500.7-R</a>.</p> <p>d. <u>Non DoD Services</u>: See Service regulations.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under <a href="#">31 USC §1108(g)</a>.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy-/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation/health standards.</p> <p>b. Non U.S.-certificated carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. U3525 for rules governing U.S.-certificated carrier use.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>

<b>Business Class and First Class Accommodations                      may be Authorized/Approved Under One or More of These                      Conditions/Circumstances:</b>	<b>BUSINESS                      CLASS</b>	<b>FIRST                      CLASS</b>
10. <u>Overall Saving to GOV'T</u> . When business class use results in overall saving to the GOV'T that would be incurred while awaiting economy-/coach-class service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison must be stated on the order.	<b>X</b>	
11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u> .  a. <i>All</i> of the following criteria must be met:  (1) Scheduled flight time is in excess of 14 hours (this includes non overnight airport stopovers and plane changes), and  (2) Origin and/or destination is OCONUS, and  (3) The mission is so unexpected and urgent it cannot be delayed/postponed, and  (4) A rest period cannot be scheduled en route, or at the TDY site before starting work.  b. The authorizing/approving official must state on the order:  (1) When the TDY travel was identified, and  (2) When travel reservations were made, and  (3) The cost difference between economy/coach class and business class.	<b>X</b>	
12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA</u> . Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the GOV'T's interest.	<b>X</b>	

**U3525 U.S.-CERTIFICATED AIR CARRIER USE**

A. Code Share Flights

1. When using code share flights involving U.S.-certificated and non-U.S.-certificated air carriers, the U.S.-certificated air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S.-certificated air carrier.
2. If the non-U.S.-certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non availability of U.S.-certificated air carrier document is needed.

B. Non-U.S.-Certificated Air Carriers

1. A Uniformed Service member, DoD civilian employee, and dependent is required to use available U.S.-certificated carriers for all official commercial air transportation as indicated in par. U3500.
2. A Uniformed Service member, DoD civilian employee, or a dependent may not be authorized to travel by non-U.S.-certificated air carrier if a U.S.-certificated air carriers is available.

3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member, DoD civilian employee, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

1. The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS).

2. 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](#)).

D. Requirements

1. Available U.S.-certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).

2. Except as provided in par. U3525-F, U.S.-certificated air carrier service is available if the:

a. Carrier performs the required commercial air transportation, and

b. Service accomplishes the mission, even though:

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

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

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

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

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S.-certificated carrier is available over the direct route.

2. U.S.-certificated air carrier service is not available when one of the following exceptions exists:

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

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

c. Involuntarily Rerouting. A U.S.-certificated air carrier involuntarily reroutes a traveler on a non-U.S.-certificated air carrier. If given a choice to substitute service, the traveler should select a U.S.-certificated air carrier, if it does not unduly delay the travel ([59 Comp. Gen. 223 \(1980\)](#)).

d. Transportation Paid for by non U.S. GOV'T Source. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by:

- (1) A foreign GOV'T (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);
- (2) An international agency; or
- (3) Another organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)).

***NOTE:*** See the Security Assistance Management Manual, [DoD 5105.38-M, Chapter 4, par. C4.5.12](#), when travel is on Security Assistance Business.

e. Travel Time

- (1) Non-U.S.-certificated air carrier service would be 3 hours or less, and U.S.-certificated air carrier use would at least double en route travel time.
- (2) If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- (3) If a U.S.-certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S.-certificated air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S.-certificated air carrier, such use would:
  - (a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
  - (b) Extend travel time by at least 6 hours or more; or
  - (c) Require a connecting time of 4 or more hours at a foreign OCONUS interchange point.

(4) Examples

- (a) **Example 1.** A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S.-certificated carrier that goes from Guyana to NY City, and then another U.S.-certificated carrier from NY City to Miami, and finally a non-U.S.-certificated airfare from Miami to Belize. Alternatively, there is a non-U.S.-certificated airfare from Guyana via Miami to Belize. The 'usual routing' would be Guyana to Miami to Belize and use of a non-U.S.-certificated carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.
- (b) **Example 2.** A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S.-certificated carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non-U.S.-certificated carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.
- (c) **Example 3.** If there is no U.S.-certificated carrier, the general rule for DoD is to use a non-U.S.-certificated carrier to the CLOSEST point at which a U.S.-certificated carrier can be found and then use a U.S.-certificated carrier for the remainder of the trip. In the reverse, use a U.S.-certificated carrier to the farthest distance possible and then use the non-U.S.-certificated carrier for the remainder. If there is a code share airline available that uses the U.S.-certificated air carrier's flight number, that is considered to be the same as using a U.S.-certificated carrier, as long as the U.S.-certificated carrier's flight number is used.

f. AO Determination. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

g. Medical Reason. Non-U.S.-certificated air carrier use is necessary for a medical reason, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

h. Traveler Safety

(1) Non-U.S.-certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

(2) Approval based on an unreasonable safety risk must be in writing, on a case by case basis. Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against a U.S.-certificated air carrier must be supported by a travel advisory notice issued by the FAA and the DoS.

(3) Determination and authorization/approval of non-U.S.-certificated air carrier use based on a threat against GOV'T employees/other travelers must be supported by threat evidence.

i. Only First Class Available. Only first class accommodations can be furnished by a U.S.-certificated air carrier but less than first class accommodations are available on a non-U.S.-certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).

j. Excess Per Diem Cost. When the total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours of per diem costs in excess of the per diem cost incurred if a non-U.S.-certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).

k. Travel between Midnight and 6 a.m.

(1) The only U.S.-certificated air carrier service between foreign OCONUS points requires:

- (a) Boarding/exiting the carrier between midnight and 6 a.m., or
- (b) Travel between midnight and 6 a.m.,

and a non-U.S.-certificated carrier is available that does not require travel at those hours.

(2) The traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier ([56 Comp. Gen. 629 \(1977\)](#)).

l. Transportation Paid by a non Federal Source. A non-U.S.-certificated carrier may be used when transportation is paid for by a non Federal source, IAW the [Joint Ethics Regulation \(JER\)](#), [DoD 5500.07-R](#), or service regulations for non DoD Services.

#### F. Non Availability Documentation

1. Non U.S.-certificated air carrier use may be authorized/approved when the AO determines a U.S.-certificated air carrier is unavailable based on par. U3525-E criteria.

2. Documentation explaining why U.S.-certificated air carrier service is not available must be provided to the traveler.

3. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are

acceptable.

4. The documentation should include the:
  - a. Traveler's name,
  - b. Non-U.S.-certificated air carrier(s) used,
  - c. Flight identification number(s),
  - d. Origin, destination and en route points,
  - e. Date(s),
  - f. Justification, and
  - g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

- a. Schedules maximizing U.S.-certificated air carrier use must be selected.
- b. Schedule selection is made using the following guidelines when:
  - (1) U.S.-certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
  - (2) U.S.-certificated air carrier service is not available at origin/interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;
  - (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air service between the CONUS/non foreign OCONUS location, and a foreign OCONUS location. The travel should be rerouted so that available U.S.-certificated air carriers are used.

2. Schedule Selection. The following example applies par. U3525-Ga when selecting a schedule.

3. Example

a. Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

<u>Schedule 1</u>				<u>Schedule 2</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non U.S.	Depart:	Rome	1650	Non U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule 3</u>				<u>Schedule 4</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non U.S.	Depart:	Frankfurt	1650/2120	Non U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

b. Using par. U3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S.-certificated air carrier service.

c. Schedule 3 provides U.S.-certificated air service from Ankara via Istanbul to Frankfurt, while U.S.-certificated air service is available under schedule 2 between Ankara and Rome.

d. Schedule 3 should be selected because it uses U.S.-certificated air service to the farthest practical interchange point on a usually traveled route.

e. If the schedules were limited to 1 and 4, schedule 4 would be selected since it involves more U.S.-certificated air carrier travel than schedule 1. [55 Comp. Gen. 1230 \(1976\)](#).

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

## PART G: TRAIN TRANSPORTATION

### U3600 GENERAL

A. Policy. A traveler must:

1. Use economy-/coach-class accommodations, unless 'other than economy/coach' is authorized IAW this Part and APP H.
2. Use adequate reserved economy-/coach-class accommodations when available, and
3. Be provided slumber economy-/coach-class sleeping accommodations, for overnight travel.

B. Authorization/Approval Exception. The following do not require authorization/approval;

1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be authorized is not authorized.
2. Upgrades at no cost to the GOV'T.

### U3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

1. Is the basic accommodation service regardless of the fare paid.
2. Includes reserved coach accommodations, as well as slumber coach accommodations, when overnight train travel is involved.

### U3610 SLUMBER COACH

Slumber coach includes:

1. Slumber coach accommodations on trains offering such accommodations, or
2. The least expensive sleeping accommodations available on a train that does not offer slumber coach.

### U3615 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS

'Other than economy/coach' includes any accommodations above economy/coach (e.g., first class, or business class).

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.
2. Business Class. Business class is above economy-/coach-class on AMTRAK Acela/Metroliner extra fare train, but is lower than first class.
3. No Economy-/Coach-Class. If a train only has two accommodations classes (i.e., first class and business class), the business class (lowest class offered) becomes economy-/coach-class for official travel.

### U3620 AO AUTHORITY

The AO can authorize/approve the following:

1. Coach Class. Any 'standard' economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. CONUS Train Service
  - a. Travel by extra fare trains, in CONUS (AMTRAK Acela and Metroliner), may be authorized/approved when to the GOV'T's advantage and/or required for security reasons.
  - b. Extra fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train.
  - c. An extra fare train, authorized/approved by the AO, is to the GOV'T's advantage.
  - d. No further agency authority is needed except for the USCG (See NOTE below).
  - e. If the lowest class available is first class, the AO must comply with par. U2110 requirements for 'other than economy/coach' travel.
  - f. "Coach" class is the lowest available class on Amtrak Regional trains.
  - g. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW par. U3625 ([CBCA 2046-TRAV, 20 October 2010](#)).
3. OCONUS Train Service
  - a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage, or is required for security reasons.
  - b. The lowest class available is to the GOV'T's advantage and no further agency authorization/approval is needed.
  - c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. U2110 requirements for 'other than economy/coach' transportation annotation on the travel order.
  - d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO (see NOTE below for USCG) may authorize the lowest-class accommodations (even if that is called 'first class') that have assigned seating.
  - e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. U3625.

***NOTE: Reimbursement for 'other than economy/coach' transportation accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

### U3625 'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS

- A. Authorizing/Approving Official. The 'other than economy/coach' authorizing/approving official in par. U3510 may authorize/approve the 'other than economy/coach' train accommodations use except for travel using USCG funds (See NOTE above).
- B. Requirements. See par. U2110-F.

C. Decision Support Tool and Procedures. See APP H.

D. Authorization/Approval ([OMB Bulletin 93-11, 19 April 1993](#)). ‘Other than economy/coach’ may be authorized/approved only under the following circumstances:

1. Coach Class Accommodations Are Not Reasonably Available. “Reasonably available”:

a. Means available coach class accommodations scheduled to:

- (1) Leave within the 24-hour period before the traveler's proposed departure time, or
- (2) Arrive within the 24-hour period before the traveler's proposed arrival time.

b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.

c. *Does not include* accommodations with a scheduled:

- (1) Arrival time later than the required reporting time at the duty site, or
- (2) Departure time earlier than the traveler is scheduled to complete the duty.

***NOTE: ‘Other than economy/coach’ transportation accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

2. Medical Disability/Special Need

a. Authorization/Approval. See par. U2110-J and APP H4.

b. Disability/Special Need

(1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. U2110-J and APP H.

(2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.

(3) If the disability/special need is a lifelong condition, a certification statement is required every two years.

(4) A certification statement must include:

(a) A written statement by a competent medical authority stating special accommodation is necessary;

(b) An approximate duration of the special accommodation need; and

(c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.

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

3. Exceptional Security Circumstances

a. These circumstances should only provide for the minimum 'other than economy/coach' accommodations necessary to meet the mission.

b. Examples are:

(1) A traveler whose coach class accommodations use would endanger the traveler's life or GOV'T property,

(2) A protective detail agent accompanying an individual authorized 'other than economy/coach' accommodations, and

(3) A courier and/or a control officer accompanying controlled pouches/packages and a lower, 'other than economy/coach', is not available.

4. Inadequate Sanitation/Health Standards. When economy-/coach-class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

5. Mission Requirement. When required because of agency mission.

## PART H: COMMERCIAL SHIP TRANSPORTATION

### U3650 GENERAL

- A. Directed Transportation. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as in par. U3655-A.
- B. Car Ferry Travel. See par. U3700.
- C. Reimbursement without Authorization/Approval. Reimbursement for unauthorized/unapproved transoceanic ship transportation is based on constructed air transportation costs.
- D. Authorization/Approval Exception. The following do not require authorization/approval;
1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized.; and
  2. Upgrades at no cost to the GOV'T.

### U3655 AUTHORITY

- A. General. Commercial ship use may be authorized/approved by the AO when the travel can be:
1. Completed only by ship.
  2. Performed more economically or efficiently by ship.
- B. Medical. See par. U2110-Jfor medical authorization/approval exceptions.

### U3660 ACCOMMODATIONS

- A. General. A traveler and/or dependents authorized to travel by ship at GOV'T expense must use the least costly room accommodations. More costly accommodations at GOV'T expense must be authorized/approved IAW par. U3660-C.
- B. Room Rate. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is ordinarily charged 1.5 times the per person rate when not sharing the room.
- C. More Costly Ship Accommodations Use ([OMB Bulletin 93-11, 19 April 1993](#))
1. Authorization/Approval. More costly accommodations at GOV'T expense may be authorized/approved:
    - a. Under the circumstances specified in par. U3660-C1 and IAW par. U3510-A.
    - b. When less costly accommodations are not available.
    - c. When medical reasons require the more costly accommodations. See par. U2110-J.
    - d. When there are exceptional security requirements. Examples are:
      - (1) A traveler/dependent whose use of less costly accommodations would entail danger to the traveler's/dependent's life or GOV'T property.
      - (2) Protective detail agent accompanying an individual authorized to use more costly accommodations.

(3) A courier and/or control officer accompanying a controlled pouch/package and adequate lower cost accommodations are not available.

***NOTE: Other than economy-/coach-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.***

2. Authorization/Approval Requirements. Authorization for more costly ship accommodations use at GOV'T expense should be received in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the traveler must request written approval from the appropriate authority at the earliest possible time. See par. U2110.

### **U3665 U.S. REGISTRY SHIP**

#### **A. General**

1. A U.S. registry ship must be used except as in par. U3665 ([46 USC §55302](#)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay ([57 Comp. Gen. 546 \(1978\)](#)).

2. When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship ([B-190575, 1 May 1978](#)).

#### **B. U.S. Registry Ship Use Impracticable**

1. When U.S. registry ship use would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use.

2. Required documentation explaining why a U.S. registry ship is impracticable (par. U3525-F) must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

#### **C. U.S. Registry Ship Unavailable**

1. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use.

2. Documentation required by par. U3525-F is used to explain why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

#### **D. Determination Required**. The authorizations/approvals referred to in par. U3665 must not be based on:

1. Inconvenience in securing transportation on a U.S. registry ship,

2. Short delays in awaiting transportation,

3. Arranging circuitous routes for traveler convenience, or

4. Similar reasons.

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## PART I: CAR FERRY

### U3700 CAR FERRY

A. General. When a car ferry is used, a traveler/dependent traveling partly by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in Ch 3, Part I.

B. Transportation

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

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

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

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

C. Ferry Fees. The traveler is authorized:

1. GOV'T-procured ferry transportation; or

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

D. Foreign Registered Ship Use. See par. U3665 for required documentation if a U.S. registered ferry is not available.

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**CHAPTER 4****TEMPORARY DUTY TRAVEL (TDY)****Paragraph    Title/Contents****PART A: TDY TRAVEL**

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**U4000        JUSTIFICATION****PART B: PER DIEM**

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**U4100        GENERAL****U4101        WHEN IS PER DIEM AUTHORIZED****U4102        CIRCUMSTANCES IN WHICH PER DIEM IS NOT AUTHORIZED**

- A. When Not in a Travel Status
- B. Day of Leave or Proceed Time
- C. When PCS 'MALT-Plus' Per Diem is Paid
- D. Travel or TDY within PDS Limits
- E. TDY within the PDS Local Area (Outside the PDS Limits)
- F. Round Trip within 12 Hours
- G. Members Traveling Together with No/Limited Reimbursement
- H. Navigational and Proficiency Flights
- I. Assigned to Two-Crew Nuclear Submarines
- J. TDY or Training Duty Aboard a GOV'T Ship
- K. Aboard Ship Constructed by a Commercial Contractor
- L. Field Duty
- M. TDY aboard Foreign (Non-government) Ship
- N. Member in a Missing Status
- O. Members Traveling Together
- P. Straggler

**U4105        PER DIEM PAYABLE IN SPECIFIC CASES**

- A. TDY ICW Fitting-Out or Conversion of a Ship or Service Craft
- B. Travel by U.S. or Foreign Government Ship for 24 or More Hours
- C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation
- D. Field Duty
- E. Member Dies while in a TDY Status
- F. Ordered to TDY while on Leave
- G. Order Canceled while a Member Is en route to a TDY Station
- H. TDY within the PDS Limits
- I. Contingency Operation Flat Rate Per Diem
- J. When the TDY Station Becomes the PDS

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## PART B: PER DIEM

### U4100 GENERAL

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

**NOTE 1:** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., Pentagon, McGuire AFB, and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, 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 table, the applicable per diem rate is based on the front gate location for the reservation, station or other established area. Refer to the U.S. Census Bureau website 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. U2025).*

### U4101 WHEN IS PER DIEM AUTHORIZED

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

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

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

A. When Not in a Travel Status. A member is not authorized per diem for any day that is not a day in a travel status (see par. U2200-C) except as noted in par. U4102-B.

B. Day of Leave or Administrative Absence (e.g., proceed time). A member is not authorized per diem on any day not in a travel status or any day classified as leave or administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)). See par. U7225 when on leave during a CONTINGENCY OPERATION TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

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

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

\*D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, per diem is not authorized for travel or TDY performed within the PDS limits. This does not preclude per diem payment on the departure day from or return day to the PDS ICW TDY away from the PDS. See Ch 3 for transportation allowances. Reimbursement under par. U4510 is permitted for occasional meals and lodging necessarily procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 USC §434](#)). Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)). **Example:** A member departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment. This does not preclude per diem 'IE' payment IAW par. U1245 for a member hospitalized at the PDS.

E. TDY within the PDS Local Area (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the PDS local area (outside the PDS limits) as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be paid under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See par. U3001 for transportation allowances. This does not preclude per diem 'IE' payment IAW par. U1245 for a member hospitalized within the PDS local area.

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

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

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

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

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

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

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

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T QTRS at no charge and/or GOV'T meals at no charge for an enlisted member, were not available during stated field duty periods.
2. Member is participating in the operation advance planning or critique phase.
3. Secretary Concerned authorized per diem payment to a member who is performing field duty while in a travel status IAW par. U4105-D.

\*The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Reimbursement under par. U4510 is permitted for occasional meals or lodging necessarily procured. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

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

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

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

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

#### U4105 PER DIEM PAYABLE IN SPECIFIC CASES

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

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

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

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

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

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

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

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

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

2. TDY at other than Leave Point

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

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

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

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

- (b) TDY station to the PDS.
- (2) TDY allowances at the TDY location.
- c. Directed to Proceed to New PDS upon TDY Completion. A member directed to proceed to a new PDS upon TDY completion is authorized:
  - (1) PCS travel and transportation allowances for travel performed from the:
    - (a) Old PDS to the leave address or to the place at which the order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and
    - (b) Leave address or place at which the order is received, as applicable, to the TDY station; and
    - (c) TDY station to the new PDS.
  - (2) TDY allowances at the TDY location.

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

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

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

1. Limitations. The following circumstances may affect per diem reimbursement.
  - a. Retained lodging expenses during a member's authorized absence (pars. U7225 and U7226).
  - b. CONTINGENCY OPERATION flat rate per diem applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodging-Plus' method, for that area applies.
  - c. Dual lodging (par. U4135).
2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a CONTINGENCY OPERATION flat rate per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

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

- a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
- b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or
- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.
- d. Full locality per diem rate (and 'Lodging-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

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

- a. Pay 55% (or the appropriate percentage) of the locality per diem rate (plus CONUS lodging tax as a reimbursable expense (APP G) if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS (par. U4147).
- b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of the M&IE on the return day at the PDS.
- c. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to the 55% (or appropriate percentage) per diem. ***Lodging tax in a FOREIGN AREA is part of the per diem lodging ceiling and is not a reimbursable expense.***
- d. If authorized travel requires more than one day en route to the TDY CONTINGENCY OPERATION location where a CONTINGENCY OPERATION flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate (par. U4145-B). The CONTINGENCY OPERATION flat rate per diem rate is effective the day after the member reports to the TDY location (pars. U4149 or U4151).
- e. For multiple TDY assignments between the CONTINGENCY OPERATION TDY location and other locations such as a uniformed service facility where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the CONTINGENCY OPERATION TDY location (par. U4105-I1c). The applicable per diem rate is effective the day after the reporting date to the TDY location (pars. U4149 or U4151).

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

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

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

*appropriate lodging tax.*

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

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

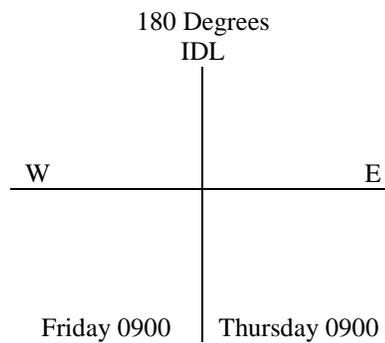
Pay the departure TDY day to the PDS - \$45.75 (\$61 x 75% = \$45.75).

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

**U4115 INTERNATIONAL DATE LINE**

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

B. Computing Per Diem when Crossing the IDL



\*C. Computation. The following are examples of computing per diem and making cost comparisons under this paragraph:

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

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

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

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

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

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

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

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

\*A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less. TDY lodging when utilized for official travel is always based on the GOV'T's interest. Reimbursement computation is in par. U1045 for the commercial lodging cost incurred for any day that the member was TDY to a U.S. INSTALLATION and GOV'T QTRS were available and directed on that U.S. INSTALLATION. ***A lodging expense receipt is not necessary when par. U4105-14 applies unless to validate related expenses such as lodging tax or a parking fee.***

\*B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used. ***The traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T (see par. U2010). TDY lodging accommodation is not intended for any individual who is an ineligible traveler ICW the official travel order (i.e., a TDY traveler is not expected to bring family members or friends to stay in the TDY lodging).***

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

D. Single and Multiple Occupancy of a Room

***NOTE: The following presumes there are no complications, i.e., other provisions of the JFTR that may apply, such as being TDY to a U.S. INSTALLATION and being ordered to use available GOV'T lodging.***

1. Single Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.

2. Official Travelers 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. ***Refer to par. U4129-E if the non-GOV'T traveler(s) is a family member or friend.***

\*E. Lodging with a Friend or Relative. ***Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.*** A member, who lodges with a friend or relative, at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. ***The Service/Agency cannot direct the member to lodge with friends or relatives. TDY lodging accommodation at GOV'T expense is not intended for an individual who is an ineligible traveler ICW an official travel order (i.e., a family member or friend is not expected to routinely share the TDY lodging). While a lodging availability situation may require a traveler to accept lodging that is more spacious than is needed for the official traveler, the official traveler is expected not to purposely accept more***

*spacious lodging simply because the official traveler desires to provide lodging for other non-official travelers. A lodging expense receipt is not necessary when par. U4105-14 applies unless to validate related expenses such as lodging tax or a parking fee.*

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

**\*Example 2:** A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized NTE the single room rate and room tax on the single rate limited to the applicable locality lodging rate; or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order for lodging rental/lease at other than a higher rate. The lodging cost is split equally among the named people indicated on the signed rental/leased lodging agreement/contract.

**\*Example 3:** A member is TDY to Location A and stays in commercial lodging. Multiple family members later join the member at personal expense with no additional lodging expense incurred by the GOV'T. The non-GOV'T travelers are reflected as occupants on the lodging receipt. The official traveler member is authorized lodging reimbursement NTE the single room rate and room tax on the single rate limited to the applicable locality rate; or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order.

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

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

\*H. **Online Booking Tool.** Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain (including the hotel's online website). **Lodging reimbursement is 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.

\*I. **Multiple Lessees Involving Leased or Rented Lodging.** Even though a daily lodging rate is computed for TDY reimbursement, the long-term (i.e., not daily) lodging cost is split equally among the lessees indicated on the signed lease or rental agreement/contract before the daily reimbursement rate is computed. The prorated lodging cost reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. The applicable daily M&IE rate of the official traveler is not prorated. AEA authority must be in the GOV'T's interest IAW par. U4205 per the AO determination.

*TDY lodging accommodation is not intended for individual(s) who are ineligible traveler(s) ICW an official travel order. The traveler must adhere to the prudent traveler rules for official travel funded by the GOV'T.*

\*J. Advance Lodging Deposits. An advance lodging deposit is reimbursable when required by the lodging facility to secure a room reservation prior to TDY travel. The traveler is financially responsible for repayment of the advance deposit if the deposit is forfeited because the TDY travel is not performed for reasons unacceptable to the Service/ Agency.

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

\*A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) leased or rented ICW official TDY qualifies as lodging. Par. U4129-D applies for multiple occupancy involving official travelers; par. U4129-E for lodging with a friend/relative at the friend's or relative's residence; and par. U4129-I for multiple lessees of rented/leased TDY lodging.

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

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

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

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

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

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls*).

*When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed. See APP G for official communications.);*

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

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

#### U4133 LODGING COST UNDER THE BARTER SYSTEM

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

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

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

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

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

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

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

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

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

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

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

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

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

*Effective with an order issued on/after 1 January 2012, mortgage interest and property taxes associated with the purchase of any dwelling (to include a recreational vehicle) purchased at a TDY location may not be claimed as substantiation for payment of per diem while TDY. Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed. Example: Order issued 29 December 2011 and dwelling purchased 2 January 2012 = no lodging payments for purchase costs. Personnel who were issued orders before 1 January 2012 and had already purchased a dwelling at the TDY location before 1 January 2012 may continue to claim lodging costs related to the purchased dwelling until the expiration of the current TDY order including any extensions to that order limited to the following:*

A. Purchased Residence. For those eligible (see above), allowable expenses are prorated based on the number of days in the month, rather than by the actual number of days the member occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)), and include the monthly:

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

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

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

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

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

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

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

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

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

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

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

**NOTE:** *See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a CONTINGENCY OPERATION or par. U7226 if a member takes leave ICW an authorized/ ordered evacuation to visit dependents at their safe haven.*

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

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

**U4145 PER DIEM COMPUTATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. OCONUS IE

1. Except for USCG members and other members traveling under USCG funds, the OCONUS locality IE rate is the applicable rate, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated expenses. ***Regardless of the location at which the member is lodged, the \$3.50 must be stated on the travel order for it to be paid for travel beginning on or after 1 July 2009. The \$3.50 IE rate does not apply on any day the member is traveling.***

\*2. For USCG members and other members traveling on USCG funds, the OCONUS locality IE rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), or \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (par. U4151-E) on that U.S. INSTALLATION. Two exceptions are noted below. The AO may determine that \$3.50 is:

- a. Adequate when the member *is not lodged* on a U.S. INSTALLATION. ***The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.***
- b. *Not adequate when the member is lodged on a U.S. INSTALLATION. The locality IE rate (<http://http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) may be authorized and must be stated in the order.*

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

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

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

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

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

#### U4157 LODGING PER DIEM COMPUTATION

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

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

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

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

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

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

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

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

#### U4163 ESSENTIAL UNIT MESSING (EUM)

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

1. The prohibition on paying the M&IE meal portion begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.
2. The CONUS IE rate is \$5, or the appropriate OCONUS [IE rate](#), or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. *The \$3.50 rate must be stated on the order for it to be paid.*

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

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

#### U4165 DEDUCTIBLE MEALS

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

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

1. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
2. Included in a GOV'T-paid registration fee;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
4. Furnished by the GOV'T at no cost to a member (par. U4167);
5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
6. Provided by a lodging establishment when the meal(s) is/are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost). ***NOTE: A negotiated rate should fall either within the locality lodging rate, or if declared (APP R), within the conference lodging rate. If the negotiated rate exceeds the locality (or conference) lodging rate, an AEA lodging rate should be provided to cover the higher lodging rate that includes the meal(s).***

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

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

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

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

#### U4167 NON-DEDUCTIBLE MEALS

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

1. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing an adequate meal to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***
2. In-flight meals,

3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,
5. Meals furnished on commercial aircraft,
6. Meals provided by private individuals, or
7. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

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

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

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

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

#### **U4173 PER DIEM COMPUTATION EXAMPLES**

- A. GMR. The Standard GMR in the following examples is for illustrative purposes only (APP A for GMR).
- B. U.S. and Non-foreign OCONUS Area Lodging Tax. The [locality per diem lodging](#) ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
- C. Foreign Lodging Tax. The [locality per diem lodging](#) ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense (APP G).

D. Examples

1. **Example 1.** Per Diem Rate/POC TDY Mileage Computation

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

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

<b>Example 2</b>			
<b>Per Diem Rate – Standard GMR/PMR and POC TDY Mileage Computation</b>			
<p>A traveler is TDY to a U.S. INSTALLATION at which GOV'T lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17<sup>th</sup> because breakfast was not available.</p> <p>POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order (par. U3305-B).</p> <p>The maximum per diem rate is \$131 (\$85/ \$46). Standard GMR (par. U4149-B) is \$11.55 and the PMR (par. U4149-C) is \$26 plus the CONUS \$5 IE rate applies in this example.</p> <p><b>NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days (par. U4147, item 1). The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.</b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
<b>REIMBURSEMENT</b>			
15 March	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$		\$ 40.50
16 March	$\$6 + \$11.55 \text{ (GMR)} + \$5 \text{ (IE)} =$		\$ 22.55
17 March	$\$6 + \$26 \text{ (PMR)} + \$5 \text{ (IE)} =$		\$ 37.00
18 March	$\$6 + \$11.55 \text{ (GMR)} + \$5 \text{ (IE)} =$		\$ 22.55
19 March	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 650 miles (official distance) x \$0.51/mile =			<u>\$ 331.50</u>
<b>Total Reimbursement</b>			<b>\$488.60</b>

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

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

**U4174 RETURN TO PDS DURING EXTENDED TDY**

A. General

- \*1. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.
2. A member on extended TDY (other than deployment) may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the member commutes daily to the PDS, on weekends or other non-workdays.
3. *Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the*

*expenses otherwise payable had the member remained at the TDY location.*

4. *Authorized return to the PDS or place of abode is not authorized for Coast Guard.*

B. Authorized Return

1. *A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons and returns to the TDY location is not authorized reimbursement for transportation expenses (par. U4176).*

2. A statement that return travel is authorized must be included in the order, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the member's regular duty hours or during authorized leave periods.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. U4175.

C. Lodging Retained at TDY Location.

1. Lodging Retained at TDY Location during Voluntary Return. If the member retains lodging at the TDY location during a voluntary (per par. U4175) return, the member is financially responsible for the retained room cost while gone except IAW pars. U7225 or U7226.

2. Lodging Retained at TDY Location during Authorized Return. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

- a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
- b. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
- c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

3. Lodging Retained at the TDY Location Reimbursement. If authorized/approved, the costs of lodging retained at the TDY site are paid as a reimbursable expense (APP G - NTE the locality per diem lodging ceiling). See par. U7225 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

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

A. General

1. Authorized Member. Par. U4175 applies to an active or an RC member.

2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:

- a. Per diem or AEA for the actual travel time (***no per diem or AEA while at the PDS***) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or
- b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

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

3. Allowances Not Authorized. No per diem is credited for any day the member was in a leave status.
4. CONTINGENCY OPERATION. See par. U7225 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

\*B. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph:

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

1. Example 1

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

3 July	$\$46 \times 75\% =$	\$ 34.50
	1 round trip of 650 miles (official distance) x \$0.51/mile =	\$ 331.50
<b>Constructed Cost Total</b>		<b>\$1,464.50</b>

2. Example 2

<b>Example 2</b>			
<b>Per Diem, Discount GMR and POC TDY Mileage Computation</b>			
<p>A traveler is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS (par. U4102-D). The member returned by POC to the PDS while TDY on the weekend for personal reasons.</p> <p>The maximum per diem rate is \$131 (\$85/\$46). The discount GMR (par. U4149-B) is \$9.90 plus \$5 IE for this example.</p> <p>POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip (par. U3305).</p> <p>The member is due \$391.30 (constructed cost since it is less than the actual cost for this example).</p> <p><b>NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147-A). The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.</b></p>			
<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$9.90 + \$5 \text{ (IE)} =$		\$ 20.90
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	<i>Per diem is not payable at the PDS (par. U4102-D)</i>		<b>\$ 0.00</b>
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14-15 July	$\$6 + \$9.90 + \$5 \text{ (IE)} = \$20.90/\text{day} \times 2 \text{ days} =$		\$ 41.80
16 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.51/mile =			<u>\$377.40</u>
<b>Actual Cost Total</b>			<b>\$590.10</b>
<b>Constructed Cost</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10-15 July	$\$6 + \$9.90 + \$5 \text{ (IE)} = \$20.90/\text{days} \times 6 \text{ days} =$		\$125.40
16 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 370 miles (official distance) x \$0.51/mile =			<u>\$188.70</u>
<b>Constructed Cost Total</b>			<b>\$389.10</b>

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

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

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

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

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

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

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

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

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

**U4179 PER DIEM RATE REVIEW**

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

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
5. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.
6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD COMPONENTS. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

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

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

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

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

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

**U4183 QUICK REFERENCE TABLES - PER DIEM**

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

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

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

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

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

**Footnotes**

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

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

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

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

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

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a

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reimbursable expense for *OCONUS* travel and is part of the IE included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

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

<sup>7</sup> When a reduced per diem rate is authorized in the traveler's order IAW par. U4105-I or U4177, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

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

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

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

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

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## PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

### U4200 GENERAL

An AEA allows a member to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the applicable [per diem rate](#).

### U4205 JUSTIFICATION

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

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

### U4210 AUTHORITY/APPROVAL

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

1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;
2. Should be stated in the travel order/trip record when authorized in advance of travel; and
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions).

Uniformity of allowances must be ensured (if possible) among travelers traveling at GOV'T expense when they travel together and/or to the same place at which an AEA is warranted.

### U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request for a per diem rate adjustment (par. U4179).
4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. A traveler is financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

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**U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL**

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

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
  - a. Missile launch,
  - b. Summit meeting,
  - c. Sports event,
  - d. World's fair,
  - e. Convention,
  - f. Natural or man-made disaster (including the disaster aftermath) or
  - g. Similar event;
3. To a location at which affordable lodgings are not available within a reasonable travel distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other QTRS for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the following dignitaries. Also Ch 7, Part U.

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

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

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other GOV'T aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

#### U4225 EXPENSES

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

#### U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a **member** has no alternative but to obtain **OCONUS** lodging that exceeds 300% of the applicable [rate](#) (par. U4255), an amount in excess of 300% may be authorized ***in advance only*** ([47 Comp. Gen. 127 \(1967\)](#)) by an AEA issued by:

1. The PDTATAC Policy & Regulations Chief. These requests must be submitted IAW pars. U4210-1 to the Per Diem, Travel and Transportation Allowance Committee by:
  - a. Mail: Per Diem, Travel and Transportation Allowance Committee  
ATTN: Policy & Regulations Branch  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000
  - b. FAX: (571) 372-1301 or,
  - c. E-Mail: [pdtatac@dtmo.pentagon.mil](mailto:pdtatac@dtmo.pentagon.mil) with "AEA REQUEST" in the subject line; or
2. The Secretary Concerned for specific OCONUS classified missions. ***This authority must not be re-delegated.***

***NOTE:*** An AEA in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This AEA type cannot be authorized for civilian employees.

#### U4255 REIMBURSEMENT

##### A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed, and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for M&IE must not exceed the percentage of AEA authorized NTE 300% of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

##### B. IE. The maximum reimbursement for IE is:

1. CONUS. \$5 in CONUS, and
2. OCONUS
  - a. The locality IE rate, or,
  - b. \$3.50 OCONUS for all full TDY days (except interim travel days) when the AO determines the \$3.50 rate is adequate to meet anticipated IE, (effective for travel beginning on or after 1 July 2009) or for a Coast Guard member TDY to a U.S. INSTALLATION and GOV'T QTRS are available on that U.S. INSTALLATION.

##### C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings-Plus' computation method (pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.
2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.
3. **EXAMPLE:**
  - a. A traveler is authorized/approved an AEA for lodging.
  - b. The traveler is paid M&IE on a per diem basis. Itemization of M&IE is not required when M&IE is paid on a per diem basis.
  - c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
  - d. The AEA must not exceed 150% of the **total** locality per diem rate.
  - e. The AEA for the maximum amount allowed for **lodging** is computed as follows:
    - (1) \$106 (Total Per Diem) x 150% = \$159,
    - (2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

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

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for a TDY member, and actual expense reimbursement is authorized/approved, the total daily amount paid by the GOV'T to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4210 and U4255 ([60 Comp. Gen. 181 \(1981\)](#) and [62 id. 308 \(1983\)](#)).

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

#### U4260 AEA COMPUTATION

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

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

#### C. Averaging Expenses

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

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before leaving or after returning to the PDS***) is:

a. A separate reimbursable expense (APP G - up to an average of \$2/day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging. For example, a member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY to equal a \$4/day average cost. The member may only be reimbursed for \$2/day so the total reimbursement is \$20. ***NOTE: This is not payable unless expenses have been incurred.***, or

b. Not a separate reimbursable expense (APP G) for OCONUS travel and is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel. For instance, a member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the member may indicate that \$4 was paid daily.

#### D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day (par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

2. Departure Day Reimbursement. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Return Day Reimbursement. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par U4147 for reimbursement method when return travel to the home/PDS requires 2 or more days.

**U4265 COMPUTATION EXAMPLES**

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

B. OCONUS. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is part of per diem/AEA and is not a reimbursable expense.

C. Examples. Following are computation examples when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

<b>EXAMPLE 1</b>			
<b>AEA Single TDY location</b>			
AEA authorized for lodging and M&IE paid on a per diem basis. <i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i>			
<b><u>TDY Location Per Diem w/o AEA</u></b> Maximum Per Diem - \$150 Lodging - \$99 M&IE - \$51		<b><u>TDY Location Per Diem w/AEA</u></b> AEA authorized NTE \$450 (\$150 x 300%) Lodging NTE \$399 (\$450 - \$51)M&IE - \$51	
<b>ITINERARY</b>			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	\$330.00
11-12 Aug		At TDY Station Lodging - \$330/day x 2 days =	\$660.00
13 Aug	TDY	Residence	
<b>REIMBURSEMENT</b>			
(Denotes AEA computation)			
Date	Computation		Amount
10 Aug	$\$330 + [\$51 \times 75\%] = \$330 + \$38.25 =$		\$368.25
11-12 Aug	$\$330 + \$51 = \$381/\text{day} \times 2 \text{ days} =$		\$762.00
13 Aug	$\$51 \times 75\% = \$38.25$		\$38.25
<b>Total Reimbursement</b>			<b>\$1,168.50</b>

<b>EXAMPLE 2</b> <b>AEA to multiple TDY locations A, B, and C</b>			
Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$332 = \$261/ \$71). Location B – Lodging and M&IE paid on a per diem basis, \$131 (\$85/ \$46). Location C – Lodging and M&IE paid on a per diem basis, \$136 (\$85/ \$51).			
<i>Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i>			
<u><b>TDY Location ‘A’ Per Diem w/o AEA</b></u>  Maximum Per Diem - \$221  Lodging - \$150, M&IE - \$71		<u><b>TDY Location ‘A’ Per Diem Rate w/AEA</b></u>  AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332)  Lodging NTE \$261 (\$332 - \$71)M&IE - \$71	
<b>ITINERARY</b>			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$ 70.00
10 Sep		TDY, Location B	\$ 70.00
11 Sep	TDY, Location B	TDY, Location C	\$ 75.00
12 Sep	TDY, Location C	Residence	
<b>REIMBURSEMENT</b> (Denotes AEA Computation)			
Date	Computation		Amount
7 Sep	$\$170 \text{ (AEA lodging)} + [\$71 \times 75\%] = \$170 + \$53.25, \text{ TDY Location A} =$		\$223.25
8 Sep	$\$170 \text{ (AEA lodging)} + \$71 =$		\$241.00
9-10 Sep	$\$70 + \$46 = \$116/\text{day} \times 2 \text{ days, TDY Location B} =$		\$232.00
11 Sep	$\$75 + \$51 = \text{TDY Location C} =$		\$126.00
12 Sep	$\$51 \times 75\% =$		<u>\$ 38.25</u>
<b>Total Reimbursement</b>			<b>\$860.50</b>

<b>EXAMPLE 3</b>				
<b>AEA Single TDY location</b>				
<b>AEA authorized for lodging and M&amp;IE</b>				
*When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$225 (\$149/ \$76). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par. U1420.				
Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). <i>'Unused' AEA lodging cannot be used to increase the AEA for M&amp;IE above the authorized/approved level (NTE 300%).</i>				
<b><u>CONUS TDY Location Per Diem w/o AEA</u></b>		<b><u>CONUS TDY Location Per Diem w/AEA</u></b>		
Maximum Per Diem - \$150		AEA authorized NTE \$225 (\$150/day x 150% = \$225/day)		
Lodging - \$99, M&IE - \$51		Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50)		
		M&IE - \$76 (\$51/day x 150% = \$76.50 = \$76, subtract \$.50)		
<b>ITINERARY</b>				
Date	Depart	Arrive	M&IE	Lodging
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24,	\$130.00
11 Aug		At TDY Station	Incidental Expense - IE - \$5.50	
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40	\$130.00
12 Aug		At TDY Station	Incidental Expense - IE - \$4.50	
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$40 + \$5.50 =			\$175.50
12 Aug	\$130 + \$75+ \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily \$76 AEA M&IE)			\$206.00
13 Aug	\$17			\$17.00
<b>Total Reimbursement</b>				<b>\$553.50</b>

## PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

### U4300 GENERAL

***NOTE:*** It is **MANDATORY** policy that all Uniformed Services travelers use an available DTMO-contracted CTO, or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel.

A. Travel Order. When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem or AEA is payable for actual travel performed NTE the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed.

B. Constructed Travel Computation. In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended. See par. U3005 for travel times by different transportation modes.

C. Reimbursement Limits. *The total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the order, and is more economical to the GOV'T.*

### U4305 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

### U4326 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

***NOTE:*** When scheduling flights of 14 or more hours (see par. U3125-B4i), the member's first consideration is to always fly in economy class and arrive the day before the TDY begins to allow for appropriate rest. Second consideration is to fly in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The absolute last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in GOV'T-funded business accommodations with arrival on the day the TDY starts.

#### A. Starting and Ending Travel

##### 1. General

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

***NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a member is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the member is required to perform official duties. See pars. U4326-C and U4326-D.***

d. A member should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodging and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent AO should schedule travel so that lodging may be provided so the member can retire at a reasonable hour and be ready to perform official business as required ([33 Comp. Gen. 221 \(1953\)](#); [61 id. 448 \(1982\)](#)).

f. Transportation should be arranged so that the member is scheduled to arrive the day before the TDY actually begins.

g. A member should be scheduled for a departure to allow for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. U4326-B and U4326-C.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 – 0600, it is reasonable for a traveler to depart the:

a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or

b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem to Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment ([56 Comp. Gen. 847 \(1977\)](#)).

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

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

B. En Route Rest Stop/Rest Period at a TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant. Rest stops must not be 'automatic'. The AO must consider each request for a rest stop en route/rest period at the TDY point individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduled travel and **NOTE 1** in par. U4326 on rest periods. ***Rest stops en route/rest periods at destination may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEMLE, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.***

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
    - a. To start at, near, or after the end of the member's regularly scheduled duty hours; or
    - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See **NOTE 2** following par. U4326-A1c regarding adequate sleeping accommodations.
  2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
    - a. The origin or destination is OCONUS; and
    - b. Travel is by a usually traveled route; and
    - c. Travel is by less than first/business-class accommodations; and
    - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), ***including scheduled non-overnight time spent at airports during plane changes.***
- NOTE: The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize/approve a rest stop en route. The justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop for PCS, COT leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the AO must cause the travel order to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.***
3. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:
    - a. Travel is authorized by first- or business-class service.
    - b. A member chooses to travel by a circuitous route, ***for personal convenience***, causing excess travel time.
    - c. A member takes leave at a stopover.
  4. En Route Rest Stop Location. An en route rest stop:
    - a. May be authorized/approved at any intermediate point, and
    - b. Should be as near to midway in the journey as the authorized carrier scheduling permits, or
    - c. Scheduled at a point en route at which the carrier permits a free stopover (if possible).
  5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
  6. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the member reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*;

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

2. An en route rest stop is not authorized/approved;
3. The member is not authorized first- or business-class service;
4. The member is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the member is required to perform official duties). See ***NOTE*** following par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

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

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the GOV'T; and
2. Delay does not extend the TDY time beyond the time when the member is required to be at work at the PDS ([B-192364, 15 February 1979](#); [B-169024, 5 May 1970](#)).

#### U4335 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE:*** *If travel is by vehicle, authorized travel time is computed under par. U3005-C.*

#### U4340 MIXED MODES TRAVEL

When travel is performed between any two points of a separate leg of a journey (par. U3010) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-E or U3310-F.

#### U4345 TDY DEPARTURE/RETURN FROM/TO DEPENDENTS' RESIDENCE

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

B. Starting/Ending Travel. If to the GOV'Ts advantage, POC use may be authorized/approved to begin/end at the:

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

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

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

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## \*PART K: POC TRAVEL

### U4910 TDY BY POC

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

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

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

*POC use cannot be directed.*

C. Official Distances. See par. U2020.

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

### U4915 POC USE ON TDY TO THE GOV'T'S ADVANTAGE

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

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

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

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

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

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

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, a traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures and DoDI 1340.21, Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests.***

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

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

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

#### **U4920 POC USE ON TDY NOT TO THE GOV'T'S ADVANTAGE**

##### A. Limitation

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

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

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

C. Constructed Transportation Cost and Per Diem Computation

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

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

E. Passengers

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

The lesser amount is reimbursed.

F. Mixed Mode Transportation

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

#### U4925 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

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

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

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

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

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

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

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

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

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

D. Another Official Traveler Transported in the Same POC

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

#### U4930 POC USE BETWEEN RESIDENCE AND TDY STATION

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

#### U4935 EXPENSES WHEN TDY MILEAGE OR MALT IS PAYABLE

A. Reimbursable Expenses. See APP G.

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

1. Fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. Transportation to or from carrier terminals (par. U3320).

C. POC Repairs

1. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.
2. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act ([31 USC §3721](#)).

#### U4940 POC USE IN AND AROUND PDS OR TDY STATION

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

#### U4945 POC USE INSTEAD OF GOV

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

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

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

D. GOV Use Directed

1. GOV Makes the Trip. *When a member is directed to use a GOV as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the GOV made the trip without the member.*
2. Traveler Authorized to Use a POC. If, under par. U3345-D1 circumstances, the GOV is used by some of the travelers but the AO authorizes a traveler to use a POC as a matter of personal preference, that traveler is authorized reimbursement at the par. U2600 rate for POC use when GOV use is to the GOV'T's advantage ([62 Comp. Gen. 321 \(1983\)](#)).
3. GOV Does Not Make the Trip. When a member is directed to use a GOV, one is available, the member uses a POC for TDY travel, and the other travelers do not use the GOV for the same trip, TDY mileage reimbursement is at the par. U2600 rate for POC use when GOV use is to the GOV'T's advantage.

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**APPENDIX H**

**TRAVEL PURPOSE IDENTIFIERS AND  
‘OTHER THAN ECONOMY/COACH’ TRANSPORTATION**

<b><u>Part</u></b>	<b><u>Title/Contents</u></b>
<b>1</b>	<b>Travel Purpose Identifiers</b>
<b>2A</b>	<b>Reporting Data Elements and Procedures Format</b>
<b>2B</b>	<b>First-Class Air Accommodations Codes</b>
<b>2C</b>	<b>First-Class Decision Support Tool</b>
<b>3A</b>	<b>Business-Class Air Accommodations Codes</b>
<b>3B</b>	<b>Business-Class Decision Support Tool</b>
<b>4A</b>	<b>‘Other Than Economy/Coach’ Accommodations For a Medical Disability/Special Medical Need Reason</b>
<b>4B</b>	<b>‘Other than Economy/Coach’ Transportation Approval Checklist</b>
<b>4C</b>	<b>‘Other than Economy/Coach’ Accommodations Determination Format</b>
<b>5A</b>	<b>Train Travel ‘Other Than Economy/Coach’ Accommodations Codes</b>
<b>5B</b>	<b>Ship Travel Other Than Lowest First-Class Accommodations Codes</b>

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**SECTION 4B: 'OTHER THAN ECONOMY/COACH' TRANSPORTATION  
 APPROVAL CHECKLIST**

<b>'OTHER THAN ECONOMY/COACH' TRANSPORTATION APPROVAL CHECK LIST</b>			
Although existing policy allows the use of 'Other Than Economy/Coach' Transportation (i.e., Premium Class Travel) in certain circumstances, the Approving Official (AO) must certify that all decision factors and other alternatives were considered prior to recommending approval. The 'Other Than Economy/Coach' Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.			
<b>No.</b>	<b>Item</b>	<b>Yes</b>	<b>No</b>
*1.	Can the objective be accomplished by correspondence, teleconference, web-based communications or other appropriate means?	<input type="checkbox"/>	<input type="checkbox"/>
*2.	Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour Leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEMLE); or Evacuation?  <i><b>NOTE: 'Other Than Economy/Coach' transportation should not be approved for any of these trips types.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>
*3.	Could another traveler accomplish the mission?	<input type="checkbox"/>	<input type="checkbox"/>
*4.	Could a GSA "business class" city pair airfare be used for 'Other Than Economy/Coach' transportation?	<input type="checkbox"/>	<input type="checkbox"/>
*5.	Could lower cost accommodations (i.e., economy-plus/coach elite, bulkhead, two economy seats or lowest business class seating be used as an alternative to 'Other Than Economy/Coach' seating/airfares?	<input type="checkbox"/>	<input type="checkbox"/>
*6.	Is the cost for 'Other Than Economy/Coach' airfare less than the cost for the least expensive unrestricted economy-/coach-class airfare?	<input type="checkbox"/>	<input type="checkbox"/>
*7.	Have other alternative travel dates and/or times been considered to obtain an economy-/coach-class airfare?	<input type="checkbox"/>	<input type="checkbox"/>
*8.	If flight time is in excess of 14 hours, (including non-overnight airport stopovers and plane changes) could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?	<input type="checkbox"/>	<input type="checkbox"/>
*9.	Has sufficient justification been provided from a competent medical authority, certified in the last six months, that a disability or other special medical need exists and the condition necessitates 'Other Than Economy/Coach' transportation? <i><b>If the disability is a lifelong condition, then a certification statement is required every two years.</b></i>	<input type="checkbox"/>	<input type="checkbox"/>
*10.	(For DoD) As the AO, I will ensure the 'Other Than Economy/Coach' approval will be entered in the premium Class Tool (PCT) within 5 days of approval IAW memorandum on premium Class travel Reporting dated, Sep 7, 2007. Memorandum can be found at <a href="http://www.defensetravel.dod.mil/Docs/PCT_Reporting_Requirement_Memo.pdf">http://www.defensetravel.dod.mil/Docs/PCT_Reporting_Requirement_Memo.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
*11	<b>REMARKS</b> (Use this space for additional/beneficial information or comments applied in the decision process.)		

**Recommend approval of attached ‘Other Than Economy/Coach’ Transportation request for:**

\_\_\_\_\_  
**Traveler Name**

\_\_\_\_\_  
**Recommending Official’s Name**

\_\_\_\_\_  
**Recommending Official’s Title**

\_\_\_\_\_  
**Recommending Official’s Signature**

\_\_\_\_\_  
**Date**

See the [DTMO website](#) for an electronic version of this document.

**SECTION 4C: 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS  
DETERMINATION FORMAT**

\*The request for first/business -class accommodations for \_\_\_\_\_

(enter full name of traveler)

\*is authorized/approved/disapproved.

\_\_\_\_\_  
\*Type Full Name, Rank and Office Symbol of 'Other  
than Economy/Coach' Authorizing/Approving Signature

\_\_\_\_\_  
\*DATE

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## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. JFTR, par. U7300 (uniformed member)/JTR, par. C7750 (DoD civilian employee) for regulations concerning Funded R&R Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized R&R locations/destinations *for a Uniformed Services member and for a DoD civilian employee*:

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Afghanistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Albania	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Bahrain	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Bosnia-Herzegovina	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Chad (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Croatia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Cuba (JTF-GITMO <i>only</i> )	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
Democratic Republic of the Congo (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Djibouti	AFRICOM	Airport closest to leave point	Airport closest to leave point	2, 3
Ethiopia (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Hungary	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Iraq	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	1, 6
Jordan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Kenya (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Kuwait	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Kyrgyzstan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Macedonia, The Former Republic of Yugoslavia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Montenegro	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Oman	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Pakistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Qatar	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Rwanda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Saudi Arabia	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Serbia (includes Kosovo)	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Slovenia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Somalia	AFRICOM	Airport closest to leave point	Airport closest to leave point	3

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Sudan (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Syria	CENTCOM	Airport closest to leave point	Airport closest to leave point	
Tajikistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Uganda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
United Arab Emirates	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Uzbekistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Yemen	CENTCOM	Airport closest to leave point	Airport closest to leave point	2

1/ Only for the mission of Operation Southern Watch.

\*2/ Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

3/ Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.

4/ Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan. Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. OUSD (P&R) memo of 27 December 2011 extends the authority IAW 5 USC §9904.

5/ OUSD (P&R) memo of 1 October 2010 per USAFRICOM request approved seven new R&R locations effective 1 October 2010. The new country locations are Chad, Democratic Republic of the Congo, Ethiopia, Kenya, Rwanda, Sudan and Uganda. R&R leave transportation allowances are applicable for tour assignment commencing on 1 October 2010; retroactive authority for previously performed transportation is not authorized. GOV'T funded round-trip transportation between the approved R&R location and the CONUS APOD is authorized for eligible participants. No OCONUS destinations were designated.

6/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.