

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 305****1 MAY 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 May 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 120-11(R)**. Authorizes SECDEF to prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Affects par. U10018.

**MAP 33-12(I)/CAP 33-12(I)**. Adds Crosswalk for Chapters 1-3 as an aid, ICW the merger of the JFTR and JTR. This table enables the JFTR/JTR reader to lookup an old par. number and find the associated new par. number, and vice versa.

**MAP 44-12(E)/CAP 43-12(E)**. Adds Bydgoszcz, Poland, Szczecin, Poland, Slovakia, Trencin , and Vyskov, Czech Republic as Consumable Goods locations to APP F.

**MAP 45-12(E)**. Adds 18 USC §922(g) (6) (8) (9) federal statutes and DoDI 6400.06 to clarify when firearm(s) are ineligible for HHG transportation at the GOV'T's expense for DoD personnel. Affects pars. Par. U4705, and U5330-J.

**MAP 51-12(I)/CAP 50-12(I)**. Adds [DoDI 4515.19 DoD Support for Congressional Funerals](#) to par. U7750-A.

**MAP 53-12(I)/CAP 51-12(I)**. Updates JFTR/JTR references in Chapter 5, Part F of both regulations. Affects par. U5505-B, **NOTE**.

**MAP 58-12(I)/CAP 54-12(I)**. Adds 'helping verb forms' commonly used in JFTR/JTR, to APP A.

**MAP 59-12(I)**. Changes 'PDS outside CONUS' to 'PDS Outside U.S.' to correctly identify rule 2 in Table U10E-12. Affects par. U10416-F, Table U10E-12, rule 2.

**MAP 61-12(I)/CAP 58-12(I)**. Adds a note clarifying that a receipt is required for reimbursement of any transportation ticket/expense, when the cost is \$75 or more, without regard to how it was purchased or obtained. Affects pars. U1115-B2, and T4020-B4.

**MAP 64-12(I)/CAP 60-12(I)**. Changes Iraq FEML COCOM to CENTCOM; and removes Lagos, Nigeria. Affects APP S.

**MAP 65-12(I)/CAP 61-12(I)**. Adds language specifying the time periods for which medical certification is required. Affects par. U2110-J and APP H4A.

**MAP 66-12(I)**. Updates references throughout JFTR Chapter 4B incident to the rewrite of JFTR Chapters 1-3. Affects pars. U4102-A, U4102-E, U4105-F2, U4105-I, U4105-I4, U4125, U4129-A, U4160-A, U4173-D1, U4175-D2, U4175-B1, U4175-B2.

**MAP 67-12(I)**. Updates references throughout JFTR Chapter 4C-K incident to the rewrite of JFTR Chapters 1-3. Affects pars. U4300-B, U4326, NOTE, U4335, U4340, U4605-B2, and U4605-C3.

**MAP 72-12(I)**. Moves **NOTE** regarding USCG authorization/approval for other than economy/coach accommodations.

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

**CHANGE 305**

**1 MAY 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 E	302	302	302	302	265	265	265	265	265	265	265	265	265	265
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Part H	305	300	300	300	300	300	294	294	294	294	294	294	289	289
Part I	302	302	302	302	299	299	299	298	292	292	292	292	292	292
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Part B3	303	303	303	299	299	299	299	296	296	296	291	291	291	291
Part B4	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part B5	277	277	277	277	277	277	277	277	277	277	277	277	277	277
Part B6	299	299	299	299	299	299	299	267	267	267	267	267	267	267
Part B7	300	300	300	300	300	300	270	270	270	270	270	270	270	270
Part B8	299	299	299	299	299	299	299	294	294	294	294	294	264	264
Part B9	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part C1	288	288	288	288	288	288	288	288	288	288	288	288	288	288
Part C2	299	299	299	299	299	299	299	264	264	264	264	264	264	264
Part C3	303	303	303	299	299	299	299	296	296	296	291	291	291	291
Part C4	300	300	300	300	300	300	299	298	289	289	289	289	289	289
Part C5	299	299	299	299	299	299	299	266	266	266	266	266	266	266
Part C6	302	302	302	302	300	300	299	294	294	294	294	294	291	291
Part C7	299	299	299	299	299	299	299	294	294	294	294	294	290	290
Part D1	294	294	294	294	294	294	294	294	294	294	294	294	292	292
Part D2	305	300	300	300	300	300	286	286	286	286	286	286	286	286
Part D3	300	300	300	300	300	300	290	290	290	290	290	290	290	290
Part D4	300	300	300	300	300	300	290	290	290	290	290	290	290	290
Part D5	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part D6	300	300	300	300	300	300	289	289	289	289	289	289	289	289
Part D7	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part D8	300	300	300	300	300	300	263	263	263	263	263	263	263	263
Part D9	300	300	300	300	300	300	293	293	293	293	293	293	293	283
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Part E2	300	300	300	300	300	300	278	278	278	278	278	278	278	278
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Part G1	300	300	300	300	300	300	281	281	281	281	281	281	281	281
Part G2	302	302	302	302	300	300	291	291	291	291	291	291	291	291
Part G3	302	302	302	302	300	300	291	291	291	291	291	291	291	291
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Part A3	301	301	301	301	301	301	299	297	297	292	292	292	292	292
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Part A5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	301	301	301	301	301	301	286	286	286	286	286	286	286	286
Part B1	301	301	301	301	301	301	293	293	293	293	293	293	293	286
Part B2	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B3	292	292	292	292	292	292	292	292	292	292	292	292	292	292
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
Part B6	301	301	301	301	301	301	266	266	266	266	266	266	266	266
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TOC	300	300	300	300	300	300	294	294	294	294	294	294	293	291
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Part B	301	301	301	301	301	301	283	283	283	283	283	283	283	283
Part C	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part D	282	282	282	282	282	282	282	282	282	282	282	282	282	282
Part E	283	283	283	283	283	283	283	283	283	283	283	283	283	283
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Part F2	302	302	302	302	302	302	283	283	283	283	283	283	283	283
Part F3	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part G	302	302	302	302	302	302	299	299	292	292	292	292	292	292
Part H1	303	303	303	303	303	303	296	296	296	296	294	294	291	291
Part H2	301	301	301	301	301	301	288	288	288	288	288	288	288	288
Part I	301	301	301	301	301	301	286	286	286	286	286	286	286	286
Part J	301	301	301	301	301	301	294	294	294	294	294	294	289	289
Part K	301	301	301	301	301	301	282	282	282	282	282	282	282	282
Part L	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part M	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part N	288	288	288	288	288	288	288	288	288	288	288	288	288	288
Part O	289	289	289	289	289	289	289	289	289	289	289	289	289	289
Part P	301	301	301	301	301	301	290	290	290	290	290	290	290	290
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Part V	301	301	301	301	301	301	298	298	298	288	288	288	288	288
Part W	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part X	265	265	265	265	265	265	265	265	265	265	265	265	265	265
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Part B	302	302	302	302	280	280	280	280	280	280	280	280	280	280
Part C1	302	302	302	302	300	300	299	297	297	286	286	286	286	286
Part C2	302	302	302	302	301	264	264	264	264	264	264	264	264	264
Part C3	302	302	302	302	264	264	264	264	264	264	264	264	264	264
Part C4	302	302	302	302	293	293	293	293	293	293	293	293	293	290
Part C5	302	302	302	302	264	264	264	264	264	264	264	264	264	264
Part C6	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part C7	302	302	302	302	299	299	299	297	297	294	294	294	292	292
Part D	302	302	302	302	290	290	290	290	290	290	290	290	290	290
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Part B	302	302	302	302	299	299	299	284	284	284	284	284	284	284
Part C	300	300	300	300	300	300	290	290	290	290	290	290	290	290
Part D	302	302	302	302	301	293	293	293	293	293	293	293	293	291
Part E1	302	302	302	302	293	293	293	293	293	293	293	293	293	278
Part E2	270	270	270	270	270	270	270	270	270	270	270	270	270	270
Part E3	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E5	302	302	302	302	263	263	263	263	263	263	263	263	263	263
Part E6	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E7	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E8	302	302	302	302	291	291	291	291	291	291	291	291	291	291
Part E9	305	284	284	284	284	284	284	284	284	284	284	284	284	284
Part E10	303	303	303	302	299	299	299	275	275	275	275	275	275	275
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Part 2	297	297	297	297	297	297	297	297	297	292	292	292	292	292
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Part 3B	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 4A	305	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 4B	304	304	286	286	286	286	286	286	286	286	286	286	286	286
Part 4C	304	304												
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Part 5B	289	289	289	289	289	289	289	289	289	289	289	289	289	289
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Part 2	300	300	300	300	300	300	269	269	269	269	269	269	269	269
Part 3	300	300	300	300	300	300	292	292	292	292	292	292	292	292
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Part 1	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 2	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 4	266	266	266	266	266	266	266	266	266	266	266	266	266	266
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Part 1	303	303	303	275	275	275	275	275	275	275	275	275	275	275
Part 2	294	294	294	294	294	294	294	294	294	294	294	294	289	289
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Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 2	302	302	302	302	292	292	292	292	292	292	292	292	292	292
<b>Appendix Q</b>														
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Part 1	303	303	303	301	301	300	299	298	295	295	295	294	286	286
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	300	300	300	300	300	300	286	286	286	286	286	286	286	286
Part 4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
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Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 2	303	303	303	292	292	292	292	292	292	292	292	292	292	292
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**INTRODUCTION TO**  
**JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)**  
**FOR UNIFORMED SERVICE MEMBERS**

**FOREWORD**

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

**PURPOSE AND AUTHORITY**

JFTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members.

\*When necessary, a Uniformed Service may supplement these regulations with administrative regulations (see par. U1020), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoDD 5154.29.

If there is a headquarters' dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations. Each PDTATAC member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)/BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. At that time, PDTATAC is again vested with the regulation-issuing authority.

JFTR is issued under the following authorities:

1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapter 7) and Title 10;
2. DoD Directives, such as DoDD 1315.07, and 5154.29, and DoD Instructions such as DoDI 1315.18, and 1327.06; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

**TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS**

Under 31 USC §3702, the SECDEF settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

**VOUCHER SETTLEMENT APPEAL**

A member appealing a travel voucher settlement must submit the appeal via the local servicing finance office (i.e., the office that made the payment) IAW guidance provided by that Service and IAW [DoDI 1340.21](#). It is the member's responsibility to properly submit the travel voucher.

DOHA is the final appeal authority. A member must first submit the appeal via the proper Service address or the direction below. An appeal sent directly to DOHA is not properly submitted.

1. Army/Air Force/Marine Corps. DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700
2. Navy. DFAS-PTCA/CO, PO Box 182317, Columbus, OH 43218-2317
3. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801
4. 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
5. U.S. Public Health Service. Submit to the proper Operating Division IAW guidance provided by Service agreement.

The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

**APPEAL PROCESS**

An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

A disbursing/certifying official, or the a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DoD. See [DoDI 1340.21](#), effective 12 May 2004. A copy of the request should be sent to the PDTATAC Policy & Regulations Chief.

Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the GOV'T Accountability Office (GAO), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA and CBCA decisions are cited using a GSBCA or CBCA number and date.

For [DOHA](#) information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>.

For [GSBCA](#) decisions visit their website at: <http://www.gsbca.gsa.gov/>.

For [CBCA](#) decisions visit their website at: <http://www.cbca.gsa.gov/>.

**PARAGRAPH NUMBERING SYSTEM**

The JFTR paragraph numbering system is coordinated with that of the JTR. The letter "U," precedes a JFTR 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown. **NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing existing paragraph numbering.**

Paragraph: U5310-B2a(1)(a)

Volume 1 . . . . .

Chapter 5 .....  
 Paragraph 310 .....  
 Subparagraphs .....

JFTR references and citations should be in the following format:

- JFTR, par. U5310
- JFTR, par. U5310-A
- JFTR, par. U5310-A1
- JFTR, par. U5310-A1a
- JFTR, par. U5310-A1a(1)(a)
- JFTR, pars. U5310-U5350

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

- JFTR, par. U5310-A2
- JFTR, par. U5310-B4a

The most specific reference should be used.

**CHANGES**

Uniformed Travel Determinations (UTDs) make changes to the JFTR. A UTD is effective on its indicated date. The change in a UTD may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chair, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, changes reflect the specific effective date.

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

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

Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS [per diem rates](#).

**FEEDBACK REPORTING**

JFTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. U4179.

Suggestions that would improve JFTR are encouraged. Route them as follows:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
5. Coast Guard. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2<sup>nd</sup> Street SW STOP 7801, Washington, DC 20593-7801.
6. NOAA Corps. Directly to: 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. Directly to: 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 Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000.  
FAX: (571) 372-1301.

**HOW TO GET THE JFTR**

See the DTMO website for [JFTR, Volume 1](#) material that can be downloaded and printed.

**HOW TO OBTAIN LOCALITY PER DIEM RATES**

See the DTMO website for current [per diem rates](#).

## JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

### VOLUME 1

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**JFTR CROSSWALK: CHAPTERS 1-3**

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U1000-B		Adapted from C1000-B
U1015-A		Adapted from C1002-A
U2020		Adapted from C1050-B
U2010		Adapted from C1050-D
U2015		Adapted from C1054
U2300-A		Adapted from C1101-A
U2300-A		Adapted from C1101-B
U3225-A		Adapted from C2000-A2a
U3225-A5		Adapted from C2000-A2a, NOTE
U3210-A		Adapted from C2001-A1
U3210-C		Adapted from C2001-A1
U3220-A4		Adapted from C2001-A1
U3225-A		Adapted from C2001-A2a
U3225-B		Adapted from C2001-A2b
U3225-C		Adapted from C2001-A2c
U3225-D		Adapted from C2001-A3
U3210-D1		Adapted from C2001-B
U3210-D2		Adapted from C2001-C
U3210-D2h		Adapted from C2001-C2
U3330-C		Adapted from C2100
U3050		Adapted from C2215-A
U3100-A5		Adapted from C2300-A
U3110-B		Adapted from C2304-B
U3110-A		Adapted from C2304-C
U3110-A		Adapted from C2304-D
U3100-B		Adapted from C2307
U3100-A7		Adapted from C2308
U2230-A		Adapted from C4430-A
U2230-B3		Adapted from C4430-B, Note
U2230-C5a		Adapted from C4430-C2b, Note
U3020-A2		Adapted from FTR, 301-10
U3020-A3		Adapted from FTR, 301-10
U3020-A4		Adapted from FTR, 301-10
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U3020-A6		Adapted from FTR, 301-10
U1225		New par.
U3100-A6		New Par.
U1000		U1000
U1000-A		U1000-A
U1000-A2		U1000-A
U1000-C		U1000-A
U1000-A1		U1000-B
U1005		U1000-C
U1030		U1000-D
U1000-D		U1000-E
U1000-A3		U1005
U1235		U1006
U1400		U1007-A

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U1415		U1007-A, Note
U1405		U1007-A1
U1410-A13		U1007-A2
U1410-B		U1007-A3
U1420		U1007-B
U1240		U1008
U1015-B		U1010-A
U1020		U1010-A
U1015-C		U1010-B
U1025		U1015
U1040		U1020
U1045		U1025
U1050		U1030
U1200		U1031
U1245		U1035
U2160	U1600	U1037
U1100		U1039-A
U1105-A		U1039-B
U1110-A		U1039-C
U1110-B		U1039-C
U1110-C		U1039-C
U1110-C2		U1039-C1
U1110-C3		U1039-C2
U1110-C4		U1039-C3
U1110-C5		U1039-C4
U1110-C6		U1039-C5
U1110-D		U1039-C6
U1110-E		U1039-D
U1115		U1039-E
U1115-A		U1039-E1
U1115-A1		U1039-E1a
U1115-A2		U1039-E1b
U1115-A3		U1039-E1c
U1115-A4		U1039-E1d
U1115-A5		U1039-E1e
U1115-B		U1039-E2
U1115-B1		U1039-E2a
U1115-B2		U1039-E2b
U1115-C		U1039-E3
U1115-C1		U1039-E3a
U1115-C2		U1039-E3b
U1115-C3		U1039-E3c
U1115-C4		U1039-E3d
U1115-C5		U1039-E3e
U1205		U1040
U1250		U1041
U1000-E1		U1042
U1000-E2		U1043
Ch 2, Part H	U1601	U1045
U2555-A	U1601	U1045-A
U2555-B	U1601	U1045-A, Note 1

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U2550	U1601	U1045-A, Note 2
U2560-A2	U1601	U1045-A, Note 3
U2560-A3	U1601	U1045-A, Note 3
U2560-A1	U1601	U1045-A1
U2560-B1	U1601	U1045-A2
U2560-C1	U1601	U1045-A3
U2560-D	U1601	U1045-A4
U2560-B2	U1601	U1045-A5
U2560-C2	U1601	U1045-A5
U2560-E	U1601	U1045-A5
U2565	U1601	U1045-B
U2570-A	U1601	U1045-C1
U2570-B	U1601	U1045-C2
U2570-C	U1601	U1045-C3
<b>Deleted:</b> See App R2-E5		U1050
U1210		U1051
U1035		U1055
U1215		U1060
U1300		U1200
U1305		U1205
U2030	U1500	U1500
U1230		U1600
U2100-A		U2000-A
U2105		U2000-A1
U2110-A		U2000-A2
U2110-B		U2000-A2
U2110-C		U2000-A2
U2110-D		U2000-A2
U2110-E		U2000-A2, Note
U2110-F		U2000-A2a
U2110-G		U2000-A2a
U2110-H		U2000-A2a
U2110-I		U2000-A2b
U2110-J2		U2000-A2c
U2110-J3		U2000-A2c
U2110-J1		U2000-A2c, Note
U2110-J4		U2000-A2c, Note
U2110-J5		U2000-A2c, Note
U2110-K		U2000-A2d
U2115		U2000-A3
U2120		U2000-A4
U2125		U2000-A5
U2130		U2000-A6
U2135		U2000-A7
U2140		U2000-A8
U2145		U2000-A9
U2150		U2000-B
U2000		U2010
U2005		U2010-D
U2500-A		U2015-A
U2500-B1		U2015-B

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U2500-B2		U2015-C
U2505		U2015-D
U2510		U2015-Note
U2515		U2015-Note
U2650-A		U2020-A
U2650-B		U2020-B
U2650-C		U2020-C
U2650-D		U2020-D
U2650-E		U2020-Note
U2025		U2025
U2200		U2100
U2205		U2105
U2210		U2115
U2215		U2135
U2220		U2140-A
U2225-A		U2140-B
U2225-B		U2140-B
U2235		U2140-C
U2225-C		U2140-Note 1
U2225-D		U2140-Note 2
U2225-E		U2140-Note 3
U2230-B1		U2145-A1
U2230-B2a		U2145-A2
U2230-B2b		U2145-A3
U2230-B2b(2)		U2145-A3a
U2230-B2b(1)		U2145-A3b
U2230-B2b(3)		U2145-A3c
U2230-B4		U2145-A4
U2230-C		U2145-B
U2230-C1		U2145-B1
U2230-C3		U2145-B2
U2230-C4		U2145-B3
U2230-C5b		U2145-B4
U2230-C6		U2145-B5
U2230-C2a		U2145-B6
U2230-C2b		U2145-B6, Note
U2240-A		U2146-A
U2240-B		U2146-B
U2240-C		U2146-C
U2250		U2200-A
U2250		U2200-B
U2255-A		U2200-C1
U2255-B		U2200-C2
U2255-C		U2200-C3
U2255-A		U2200-D
U2255-B		U2200-D
U2310-A		U2300-A
U2310-B		U2300-B
U2700		U2500
U2705		U2505
U2710-A		U2510-A

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U2710-B		U2510-B
U2710-C		U2510-C
U2710-A4		U2510-Note
U2715-A		U2515-A
U2715-B		U2515-A6
U2720-A		U2515-B
U2725		U2515-B, Note 1
U2720-B		U2515-B, Note 2
U2600		U2600
U2605		U2605
U2610		U2610
U2615		U2615
U3000-A		U3000-A
U3210-B		U3000-B
U3205		U3000-B, NOTE
U3225-E		U3000-B2
U3040		U3001
U3220		U3002-A
U3000-B		U3002-NOTE 1
U3225-F		U3002-NOTE 2
U3215		U3003
U3025		U3005
U3030		U3006
U3030-B1		U3006-1 and U4325-A1
U3030-B2		U3006-2 and U4325-A2
U3030-B3		U3006-3 and U4325-A3
U3030-B4		U3006-4 and U4325-A4
U3030-B5		U3006-5 and U4325-A5
U3030-B6		U3006-6 and U4325-A6
U3035		U3010
U3100-A		U3015-A
U3100-A2		U3015-A
U3100-A1		U3015-A1
Deleted (see U3100-A7)		U3015-A2
U3100-C		U3015-A3
U3100-A3		U3015-B
U3100-A4		U3015-B
U3105-A		U3015-C1
U3105-B		U3015-C2
U3105-C		U3015-C3
U3105-D		U3015-C4
U3105-E		U3015-C5
U3005-A		U3100-A1
U3005-J		U3100-A10
U2155-A		U3100-A11
U2155-B		U3100-A12
U3005-B		U3100-A2
U3005-B		U3100-A2
U3005-C		U3100-A3
U3005-C		U3100-A3
U3005-D		U3100-A4

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U3005-D		U3100-A4
U3005-E		U3100-A5
U3005-E		U3100-A5
U3005-F		U3100-A6
U3005-F		U3100-A6
U3005-G		U3100-A7
U3005-G1		U3100-A7
U3005-G2		U3100-A7
U3005-G5		U3100-A7
U3005-H		U3100-A8
U3005-H		U3100-A8
U3005-I		U3100-A9
U3005-I		U3100-A9
U2165		U3100-B
U3015		U3105
U3045-B		U3110-A
U3045-D		U3110-B
U3045-E		U3110-C
U3045-F		U3110-D
U3045-G		U3110-E
U3045-H		U3110-F
U3045-A		U3110-NOTE 1
U3045-C		U3110-NOTE 2
U2400-A		U3120-A1
U2400-A1		U3120-A1a
U2400-A2		U3120-A1a
U2400-B2		U3120-A1a
U2400-B1		U3120-A1b, A1 Note
U2400-C		U3120-A2
U2400-D		U3120-A3
U2400-D1		U3120-A3a
U2400-D2		U3120-A3b
U2400-D3		U3120-A3c
U2400-D4		U3120-A3c
U2400-D5		U3120-A3c
U2400-E		U3120-A4
U2405		U3120-B
U2405-A		U3120-B1
U2405-B		U3120-B2
U2410		U3120-C
U2415-A		U3120-D1
U2420-A		U3120-D2
U2420-B		U3120-D2, Note 1
U2420-C		U3120-D2, Note 1
U2415-B		U3120-D2, Note 2
U2510		U3120-D2, Note 3
U2515		U3120-D2, Note 3
U3020-A1		U3122-A
U3020-B		U3122-B
U3500-A		U3125-A
U3500-B		U3125-A

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U3500-C		U3125-A
U3500-D		U3125-A
U3500-E3		U3125-B1, NOTE 1
U3500-J5		U3125-B1, NOTE 2
U3500-M		U3125-B1, NOTE 2
U3500-E3		U3125-B1a
U3500-E1		U3125-B1b
U3515-B		U3125-B1c(1)
U3515-A		U3125-B1c(1)a
U3515-C		U3125-B1c(1)b
U3515-D		U3125-B1c(1)b
U3500-L		U3125-B1c(2)
U3500-K2		U3125-B1d
Deleted		U3125-B1e
Deleted		U3125-B1f
Deleted		U3125-B1g
U3505-A		U3125-B1h
U3520-A6		U3125-B1h
U3500-N		U3125-B1i
U3510-A		U3125-B2
U3510-A		U3125-B2a
U3510-A, Table		U3125-B2a(1)
U3510-A, Table		U3125-B2a(2)
U3510-A, Table		U3125-B2a(3)
U3510-A, Table		U3125-B2a(4)
U3510-A, Table		U3125-B2a(5)
U3510-A, Table		U3125-B2a(6)
U3510-B		U3125-B2b
U3510-A, Table		U3125-B2c
U3500-G		U3125-B3
U3500-H		U3125-B3
U3520-C		U3125-B3
U3505-B		U3125-B3, NOTE 1
U3505-C		U3125-B3, NOTE 1
U3520-C, NOTE		U3125-B3, NOTE 2
U3520-A5		U3125-B3a
U3520-C1a		U3125-B3a
U3520-C1b		U3125-B3a
U3520-C3		U3125-B3b
U3520-C4		U3125-B3c
U3520-C5		U3125-B3d
U3520-C6		U3125-B3e
U3520-C7		U3125-B3f
U3520-C8		U3125-B3g
U3500-E2		U3125-B4
U3500-F		U3125-B4
U3500-G		U3125-B4
U3500-H		U3125-B4
U3520-B		U3125-B4
U3520-C		U3125-B4

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U3505-B		U3125-B4, NOTE 1
U3505-C		U3125-B4, NOTE 1
U3520-C NOTE		U3125-B4, NOTE 2
U3520-C11b		U3125-B4, NOTE 3
U3520-A5		U3125-B4, NOTE 4
U3520-A1		U3125-B4, NOTE 5(1)
U3520-A2		U3125-B4, NOTE 5(2)
U3520-A3a		U3125-B4, NOTE 5(3)
U3520-A4		U3125-B4, NOTE 5(4)
U3520-A3b		U3125-B4a
U3520-A5		U3125-B4a
U3520-C1b		U3125-B4a
U3520-C2		U3125-B4a
U3520-C3		U3125-B4b
U3520-C4		U3125-B4c
U3520-C5		U3125-B4d
U3520-C6		U3125-B4e
U3520-C7		U3125-B4f
U3520-C9		U3125-B4g
U3520-C10		U3125-B4h
U3520-C11a		U3125-B4i
U3520-C8		U3125-B4j
U3520-C12		U3125-B4k
U3500-I		U3125-B5
U3500-J		U3125-B5a
U3500-J		U3125-B5b
U3500-K		U3125-B5b
U3525-H		U3125-C
U3525-B		U3125-C, NOTE 1
U3525-C		U3125-C, NOTE 2
U3525-D		U3125-C1
U3525-A		U3125-C1, NOTE
U3525-E2		U3125-C2
U3525-F		U3125-C3
U3525-G		U3125-C4
U3650-D		U3130, NOTE 1
U3660, NOTE		U3130, NOTE 2
U3650		U3130-A
U3655-A		U3130-B
U3660-A		U3130-C
U3660-B		U3130-C
U3660-C		U3130-D
U3660-C1		U3130-E
U3665		U3130-F
U3655-A		U3130-NOTE
U3600-A		U3135-A
U3615-3		U3135-B, NOTE
U3605		U3135-B1
U3610		U3135-B2
U3615		U3135-B3
U3620		U3135-C

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U3625		U3135-D
U3625-D		U3135-E
U3625-D1		U3135-E1
U3600-B		U3135-E1, NOTE 1
U3625-D1, NOTE		U3135-E1, NOTE 2
U3625-D2		U3135-E2
U3625-D3		U3135-E3
U3625-D4		U3135-E4
U3625-D5		U3135-E5
U3400-D		U3200-A
U3415		U3200-B
U3420		U3200-C
U3405		U3210
U4910		U3300
U4915		U3305
U4920		U3310
U4925		U3320
U4930		U3325
Chapter 3, Part I		U3330
U4935		U3335
U4940		U3340
U4945		U3345
U3300		U3400
U3330-A		U3400
U3330-B		U3400
U3305		U3405
U3310		U3410
U3310-A		U3410-A
U3310-B		U3410-B
U3330-B		U3415-A1
U3320-A1		U3415-A2
U3320-A2		U3415-A3
U3320-F2		U3415-A4
U3320-G		U3415-A5
U3325-C		U3415-A5
U3330		U3415-B
U3330-A		U3415-B1
U3330-C		U3415-B1b
U3330-D		U3415-B1c
U3330-E		U3415-B1d
U3330-F		U3415-B1e
U3330-G		U3415-B2a
U3330-H		U3415-B2b
U3330-I		U3415-B3
U3330-J		U3415-B4
U3320-F1		U3415-C
U3320-B		U3415-D
U3320-C		U3415-E
U3320-D		U3415-F
U3320-E		U3415-G
U3315		U3420

New Par. #	Ch 1Z (Temp Part)	Old Par. #
U3320-A1		U3425-A2
U3335		U3430
U2800		U3500
U2800-E		U3500, Note
U2800-A		U3500-A
U2800-B		U3500-B
U2800-C		U3500-C
U2800-D		U3500-D
U2800-F		U3500-F
U2805		U3505
U2810		U3510
U2815		U3535
U2820		U3540
U1220		U3550
U3030-B1		U4325-A1 and U3006-1
U3030-B10		U4325-A10
U3030-B2		U4325-A2 and U3006-2
U3030-B3		U4325-A3 and U3006-3
U3030-B4		U4325-A4 and U3006-4
U3030-B5		U4325-A5 and U3006-5
U3030-B6		U4325-A6 and U3006-6
U3030-B7		U4325-A7
U3030-B8		U4325-A8
U3030-B9		U4325-A9
U3030-C		U4325-B
U2305-A		U4900-A
U2305-B		U4900-B
U2300-B		U4905
U4129		U4905-B5

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## PART A: ADMINISTRATION AND GENERAL PROCEDURES

### U1000 APPLICATION

A. Personnel Covered. The JFTR applies to:

1. An Active or RC member, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DoS);
2. Dependent(s) of an individual covered by JFTR (unless eligible for separate allowances); and
3. A member on loan, assignment, or detail to another Department/Agency. Except as in par. U1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another department/agency is authorized JFTR allowances, not the allowances of the department/agency to which loaned/assigned/detailed.

B. Personnel Not Covered. The JFTR does *not* apply to:

1. A GOV'T civilian employee including a DoD employee appointed under [22 USC §2385\(d\)](#);
2. Dependent(s) of an individual /employee covered by the JTR;
3. A NAF official and/or employee;
4. A contractor's representative and/or contractor's employee;
5. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
6. A person who performs travel under a DoD ITA;
7. A National Guard technician employed pursuant to [32 USC §709](#);
8. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year;
9. A new appointee to the SES; or
10. Certain Presidential appointees.

C. Statutory Regulations. JFTR:

1. Is the basic statutory Regulation governing a Uniformed member's:
  - a. Travel and transportation at GOV'T expense,
  - b. Certain OCONUS station allowances (OCONUS COLA, TLA),
  - c. Housing allowances (BAH, FSH, and OHA), and
  - d. CONUS COLA.
2. Has the force and effect of law and is issued primarily under the authority of [37 USC §§411](#) and [1001](#).

D. Travel Not Paid for by the GOV'T

1. The JFTR:

- a. Addresses allowances paid/reimbursed by the GOV'T; and
- b. Does *not* address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

2. A travel authorization permitting travel at the traveler's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

E. Separation by Personal Choice

1. Public Health Service (PHS) Member. The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, deny a PHS member any/all travel and transportation allowances if the member resigns/separates, by personal choice:

- a. Before completing 2 years of continuous active duty, or
- b. Before completing a period of active duty agreed to in writing, or
- c. Without adhering to Service policy regarding separation from the Service or release from active duty.

2. National Oceanic And Atmospheric Administration (NOAA) Corps Member. The Secretary of Commerce may, at the Secretary's discretion, deny a NOAA Corps member any/all travel and transportation allowances if the member resigns/separates, by personal choice, before completing 3 years of service from the appointment date in the NOAA Corps.

**U1005 PROHIBITION NOT STATED**

The JFTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in JFTR. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (e.g., the philosophy of "It doesn't say I can't therefore I can." does not apply to JFTR).*

**U1015 IMPLEMENTATION**

A. Regulatory Authority. Under [DoDD 5154.29](#) the provisions and subsequent changes to the JFTR are effective based on PDTATAC regulatory authority.

B. Allowance Implementation. *The JFTR requires no further allowances implementation.*

C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JFTR provisions.

2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing should be implemented by Service/Agency issuances. The following list may not be all inclusive:

- \*a. Completion and submission of travel vouchers (Ch 2, Part K);
- \*b. Appropriate authority/approval level for business-class air travel (par. U3500);
- \*c. Order endorsements related to foreign flag carrier use (par. U3525-F);
- d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U2030);
- e. Procedures and conditions under which advance payments are authorized including those in:
  - (1) PDT (Ch 5);
  - (2) Evacuation Allowances (Ch 6);
  - (3) Recruiting expenses (par. U7033);
  - (4) TLA (par. U9157);
  - (5) OHA (par. U10028) ***NOTE: Advance MIHA is not authorized.***
- f. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
- g. Claims for personally procured HHG transportation (par. U5320-D);
- \*h. Traveler financial responsibility (pars. U2000, U3105-B, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
- i. Personal emergency determination (par. U7205-A);
- j. Establishing dependency (APP A definition of DEPENDENT),
- \*k. CTO use policy (par. U2400);
- l. Procedures for extending evacuation safe haven allowances (par. U6054-D2);
- m. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);
- n. Currency loss/gain procedures for OHA (par. U10028-D);
- o. Command sponsorship criteria (APP A definition of COMMAND SPONSORED DEPENDENT);
- p. Family member travel and transportation incident to the repatriation of a member held captive par. U5258);
- q. Order writing procedures for certain foreign uniformed personnel (Ch 7, Parts Z1 and Z2); and
- r. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. U5222-M5 and U7115-D); and
- s. Dependent escort travel and transportation allowances (par. U5241-E).

## U1020 SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS

A. Requirement. [DoDD 5154.29](#) requires that PDTATAC staff review all DoD written material that implements JFTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.

B. Application. The review process applies to all DoD Uniformed Services and DoD components. Non-DoD Uniformed Services may submit their written material for review as desired.

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

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

2. Mail:

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

3. Fax: (571) 372-1301

## U1025 EXPENDITURE AUTHORITY

Nothing in JFTR provides authority for expenditures for purposes not provided for in appropriations and/or in law.

## U1030 DUPLICATE PAYMENT

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.

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

3. A non-deductible meal (par. U4167) provided to a traveler in a per diem status is not a duplicate payment.

4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in JFTR.

5. The Improper Payments Information Act of 2002, [Public Law 107-300](#) may apply.

## U1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

\*A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fails to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Action must *not* be through refusal to reimburse. See par. U2400-E for exceptions when reimbursement is *not* allowed.

## U1040 REGULATION CHANGE EFFECTIVE DATE

A change to JFTR is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

**U1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS**

The application of basic laws, appropriation acts, JFTR, and departmental instructions to specific travel circumstances is subject to interpretation by the OSD GC and DOHA (for uniformed members), and CBCA (for a DoD civilian employee). OSD GC, DOHA, CBCA, GSBCA, and GAO decisions provide guidance for similar cases/situations involving the same circumstances and where applicable are referenced. *Other interpretations are strictly advisory in nature.*

**U1050 TERMINOLOGY**

The terminology used in the JFTR may be unique to the JFTR. See APP A, Part 1 for definitions of terms, and Part 2 for acronyms. Use the relevant Chapters and Parts, with APP A to determine the exact definition of a specific term. Definitions in the JFTR are not necessarily applicable to other GOV'T regulations.

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## PART B: DTS (WITHIN DoD)

### U1100 GENERAL

At locations at which DoD has fielded DTS, most TDY vouchers are paid using DTS. The Services/Agencies must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and economy-/coach-class accommodations, whenever possible along usually-travelled routes. Non-DoD Uniformed Services may adopt policies similar/identical to these policies for their TMSs.

### U1105 TRAVEL COMPUTED USING DTS

#### A. General. DTS:

1. Covers individual TDY travel for business, travel for schoolhouse training, deployment, or personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.
2. Does *not* cover PCS (Ch 5), or evacuation (Ch 6).
3. Covers RC travel in locations where RC travel has been fielded by the particular Service except for:
  - a. Senior ROTC,
  - b. RC member travel for medical and dental care,
  - c. Retiree called to active duty,
  - d. A Ready RC member authorized a muster duty allowance,
  - \*e. An ADT tour of 140 or more days at one location (except as in par. U2240), and
  - f. Active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem is authorized IAW par. U7150-F2b(2)).

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

### U1110 AUTHORITY AND RESPONSIBILITY

A. General. Information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute the AO's responsibilities.

B. AO Authority. The AO has broad authority to:

1. Determine when TDY travel is necessary to accomplish the unit's mission,
2. Authorize travel,
3. Obligate unit travel funds,
4. Approve trip arrangements, and
5. Authorize travel expenses incurred ICW the mission and IAW JFTR.

See par. U4000 for justification.

C. AO's Responsibilities. The AO must:

1. Determine the travel purpose (see APP H) for notation on the Trip Record.
2. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If standard arrangements made in compliance with travel policies using:
  - a. GOV'T negotiated airfares,
  - b. Lodging, and
  - c. Rental car rates

do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy, and contractual obligations. The AO authorizes the cost estimate.

3. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels, or Service headquarters to assist in travel decisions.
4. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA; and refer inquiries about card usage to the local GTCC program coordinator/TO.
5. Adhere to policies and procedures IAW JFTR, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW JFTR.
6. Review the amounts claimed on the traveler's expense report as soon as possible after receiving it. The AO's signature on the expense report certifies:
  - a. Travel was taken,
  - b. Charges are reasonable,
  - c. Phone calls authorized for reimbursement are in the GOV'T's interest, and
  - d. Approval of authorized expenses reimbursement. Expense reports are subject to random selection for examination/audit.

D. Official Travel Combined with Leave/Personal Travel. The AO may permit a traveler to combine official travel with leave/personal travel, provided:

1. Contract city-pair airfare travel (or travel using other airfares limited to official GOV'T business) is never used for personal travel (APP P2, par. E).
2. The official transportation is arranged through the CTO.
3. Transportation reimbursement is authorized for the cost of official travel between duty stations only.
4. The traveler arranges personal travel at personal expense with the transportation reimbursement being limited to the official travel cost and no excess costs for travel or M&IE are borne by the GOV'T.; and
5. The AO does not permit a TDY trip that is an excuse for personal travel.

E. Traveler Rights and Responsibilities. A traveler:

1. Should promptly update the Trip Record, and confirm/modify arrangements, when communication with the CTO was not possible.

2. Who uses DTS for TDY over 45 days, should include a request for scheduled partial payments with the Trip Record so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

## U1115 A TYPICAL BUSINESS TRIP

### A. Before the Trip

#### 1. Cost Estimate

- a. A traveler should obtain a “should cost” estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums.
- b. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module, or directly from the CTO.
- c. The estimate must reflect the per diem rate broken out by M&IE and lodging and should include any known planned miscellaneous expenses.
- d. A traveler may ask the CTO to estimate the amount for using commercial transportation.

#### 2. Tailoring the Trip. The AO:

- a. Decides if the traveler should use non-standard arrangements for mission reasons.
- b. May authorize certain changes for the traveler’s convenience (e.g., using a POC instead of flying). The standard arrangement’s estimate (as the AO approves for mission reasons) is the reimbursement baseline.

#### 3. Travel Authority. The AO:

- a. Authorizes the TDY,
- b. Authorizes the arrangements,
- c. Determines the fund cite, and
- d. Obligates funds to pay for the trip, including a travel advance payment or scheduled partial payment ,if included. The resulting document is the Trip Record.

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

#### 5. Paying for Arranged Service and Obtaining Cash to Pay Expenses while Traveling

- a. The CTO typically uses the traveler’s individual (IBA) or unit GTCC to charge or hold reservations. In some cases, airline/rail tickets may also be charged to a GTCC CBA.
- b. The traveler should charge other expenses incident to official travel on the IBA/unit GTCC whenever possible.
- c. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks.
- d. *An advance on a unit GTCC is not allowed.*

B. During the Trip

1. Changing Plans

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

2. Receipts

- a. Receipt Requirement. The [DoDFMR 7000.14-R, Volume 9](#) based on an IRS requirement, requires that each traveler provide each receipt(s) for:

- (1) Lodging, and

*\*(2) Individual official travel expenses of \$75 or more (\*NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.)*

- b. Lodging Obtained through an Online Booking Agent. 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.

C. After the Traveler Returns

1. Completing the Expense Report. IAW [DoDFMR 7000.14-R, Volume 9](#) requirement:

- a. A traveler should complete and submit the Trip Record expense portion within 5 working days after returning from the trip.
- b. Required receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

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

3. Submitting the Expense Report

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

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

\*5. Lost/Stolen/Unused Paper Tickets. See par. U2715.

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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. Competent medical authority must certify a disability/special need, in writing, every six months. If the disability/special need is a lifelong condition, a certification statement is required every two years.

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., ‘bulkhead’ 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. FEMLE;
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 SUBSTANDARD 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.

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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.

**\*NOTE FOR USCG:** *When USCG funds are used for official travel, other than economy/coach class accommodations (regardless of the transportation mode or costs) must be authorized/approved by the USCG Commandant or Vice-Commandant.*

**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](#).

	<u>FIRST CLASS</u>	<u>BUSINESS CLASS</u>
OSD and Defense Agencies	Administration and Management Director. <i>No further delegation.</i>	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. <i>No further delegation.</i>	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. <i>No further delegation.</i>
Public Health Service	Secretary of Health and Human Services. <i>No further delegation.</i>	Flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. <i>No further delegation.</i>
NOAA Corps	NOAA Corps Director. <i>No further delegation.</i>	
Coast Guard	Coast Guard Commandant/Vice Commandant. <i>No further delegation.</i>	

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 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, FEML, 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.*** (See ***NOTE*** for USCG in par. U3505.)

<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>

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	BUSINESS CLASS	FIRST CLASS
<p>4. <u>Exceptional Security Circumstances</u>. These include:</p> <ul style="list-style-type: none"> <li>a. A traveler whose use of other than business class or first-class service would endanger the traveler's life, or GOV'T property.</li> <li>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</li> <li>c. A courier or control officer accompanying a controlled pouch/package.</li> </ul> <p><i>Business class should be used, if available.</i></p>	X	X
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <ul style="list-style-type: none"> <li>a. Federal advisory committees,</li> <li>b. Special high level invited guests, and</li> <li>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV'T officials.</li> </ul> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	X	X
<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>	X	X
<p>7. <u>Transportation Payment by a Non-Federal Source</u>. When a non Federal source pays, in advance, for the transportation service.</p> <ul style="list-style-type: none"> <li>a. At least one of the circumstances in this table must <i>also</i> be met.</li> <li>b. The travel order must state that transportation services have been paid, in advance, by a non federal source.</li> <li>c. <u>DoD Travelers</u>: See the <a href="#">Joint Ethics Regulation (JER), DoD 5500.7-R</a>.</li> <li>d. <u>Non DoD Services</u>: See Service regulations.</li> </ul>	X	X
<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>	X	X
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <ul style="list-style-type: none"> <li>a. Economy-/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation/health standards.</li> <li>b. Non U.S.-certificated carrier service use must be authorized/approved IAW the Fly America Act.</li> </ul>	X	X

<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>
c. See par. U3525 for rules governing U.S.-certificated carrier use.		
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-G1a 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.

***\*NOTE FOR USCG: When USCG funds are used for official travel, other than economy-/coach-class accommodations (regardless of the transportation mode or costs) must be authorized/approved by the USCG Commandant or Vice-Commandant.***

### 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 in par. U3600).
  - 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 for USCG in par. U3600) 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.

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

- \*A. Authorizing/Approving Official. The other than economy/coach class authorizing/approving official in par. U3510 may authorize/approve the other than economy/coach class train accommodations (See NOTE for USCG in par. U3600).
- 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.
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.

***\*NOTE FOR USCG: When USCG funds are used for official travel, other than economy/coach class accommodations (regardless of the transportation mode or costs) must be authorized/approved by the USCG Commandant or Vice-Commandant.***

### 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-J for 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.

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.

## 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. U2255-A), 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. U2800-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. U3040 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. U2165). 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. U2165), 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. U2205. 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. U2710); however, a lodging receipt may be necessary to support a lodging tax reimbursable expense (APP G) if required by a Service issuance.*** 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.

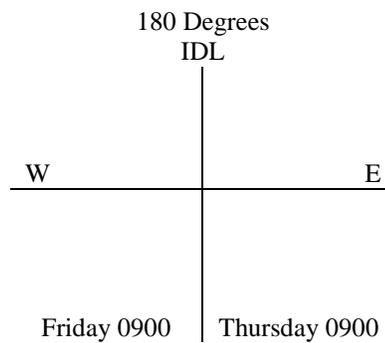
Pay the departure TDY day to the PDS - \$45.75 (\$61 x 75% = \$45.75).

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>			
<b>ITINERARY</b>			
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	
<b>REIMBURSEMENT</b>			
<b>(Actual and Constructed Cost Comparison)</b>			
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. U2710 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. U2560 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-I4 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.gsbcg.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	

<b>Example 2</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 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.			
<b>Per Diem Rates for This Example</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for GOV'T QTRS for 3 Days</b>			
Lodging	Number of Days	Total	
\$25	3	\$75	
<b>Per Diem for the TDY Assignment in Location D</b>			
<b>First Day</b>			
(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> )	
<b>Second and Third Day</b>			
(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> )	
<b>Day of Return to Location C</b>			
(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 Ch. 3, Part I 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>					
*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. U4915). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.					
Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.					
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.					
<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>					
<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. U4915).</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. U4915).			
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 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. U4915).</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>			
<b><u>TDY Location ‘A’ Per Diem w/o AEA</u></b>		<b><u>TDY Location ‘A’ Per Diem Rate w/AEA</u></b>	
Maximum Per Diem - \$221  Lodging - \$150, M&IE - \$71		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>

**EXAMPLE 3**  
**AEA Single TDY location**  
**AEA authorized for lodging and M&IE**

\*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..U1410-A3.

Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). *'Unused' AEA lodging cannot be used to increase the AEA for M&IE above the authorized/approved level (NTE 300%).*

<u>CONUS TDY Location Per Diem w/o AEA</u>	<u>CONUS TDY Location Per Diem w/AEA</u>
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)

**ITINERARY**

Date	Depart	Arrive	M&IE	Lodging
10 Aug	Residence	En route/TDY	Dinner - \$25	\$130.00
11 Aug		At TDY Station	Breakfast - \$6, Lunch - \$10, Dinner - \$24,	\$130.00
11 Aug		At TDY Station	Incidental Expense - IE - \$5.50	
12 Aug		At TDY Station	Breakfast - \$15, Lunch - \$20, Dinner - \$40	\$130.00
12 Aug		At TDY Station	Incidental Expense - IE - \$4.50	
13 Aug	TDY	Residence	Breakfast - \$5, Lunch \$12	
Date	REIMBURSEMENT (using AEA computation)			Amount
10 Aug	\$130 + \$25 =			\$155.00
11 Aug	\$130 + \$40 + \$5.50 =			\$175.50
12 Aug	\$130 + \$75+ \$4.50 (M&IE is reduced to \$76) = (Total M&IE is limited by maximum daily \$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. U4915 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:*** The member's first consideration, when scheduling flights of 14 or more hours (see par. U3520-C11a), 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**

\*Allowable travel time, when special conveyance use is authorized/approved, is the actual time needed to perform the travel. **NOTE:** *If travel is by vehicle, authorized travel time is computed under par. U3025-C.*

#### **U4340 MIXED MODES TRAVEL**

\*Per diem or AEA for travel performed between any two points of a separate leg of a journey (par. U3010), partly by POC and partly by common carrier, is computed as in par. U3025-E or U4920-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 G: ITDY TRAVEL AND TRANSPORTATION ALLOWANCES FOR DEPENDENT TRAVEL

### U4600 GENERAL

A. Authority. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW 37 USC 406. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process *only* to assist in moving dependents from one location to another when the dependents have been or are being moved at GOV'T expense.

B. Allowances. DLA is payable to a member when dependents relocate under an ITDY order (pars. U5620 and U5630-B16). Dependent transportation is authorized under this Part the same as for PCS. The MALT in par. U5105-B1 applies unless the dependent accompanies the member to the TDY location traveling in the same POC. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives TDY mileage. See par. U4755 for HHG transportation.

### U4605 MEMBER ORDERED ON ITDY

A. General. *Only the Service Headquarters can authorize/approve ITDY*. When ITDY applies and the member's TDY order does not provide for return to the PDS and the TDY:

1. Is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or
2. Order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances to an alternate place may be authorized at GOV'T expense IAW Agency/Service regulations.

B. Travel to/from the Old PDS, Alternate Place En Route to the ITDY Location. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place from the old PDS when authorized by the Secretarial Process under par. U4605-A. This authority, to relocate at GOV'T expense, exists *only* when the Secretarial Process determines that the member's presence is needed to assist the dependent(s) and not for personal convenience.

1. This may be accomplished while en route to the ITDY assignment, or as a separate PCS round trip between the old PDS and alternate place at GOV'T expense before departure on the ITDY assignment. [See B-199354, 1 July 1981](#).

\*2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY notification IAW par. U2250. *Round-trip transportation between the ITDY station and the alternate place at GOV'T expense to assist dependents in relocating is not authorized.*

C. Member's Return to the Old PDS or Travel via the Old PDS en route to the New PDS. The member is authorized PCS travel and transportation allowances from the ITDY location via the alternate place to which dependents were moved at GOV'T expense, en route back to the old PDS, or to a new PDS. When a member, IAW an order is required to return to the old PDS prior to travel to the new PDS via the alternate place to which dependents were moved at GOV'T expense, the member is authorized PCS travel and transportation allowances from the ITDY location via the old PDS to the alternate place to the new PDS. Return to the old PDS prior to travel to the new PDS via the alternate place must be stated in the member's order or authorized/approved through the Secretarial Process. The authority to travel via the alternate place exists only when the Secretarial Process determines it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience (e.g., a visit). *As a reminder, reimbursement for dependent travel is limited to travel directly from the alternate location to the official destination (either old or new PDS as appropriate). Arranging a HHG/POV shipment is not an authorized reason.*

**Part G: ITDY – Travel & Transportation Allowances for Dependent Travel**

1. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.
2. The member's PCS travel and transportation allowances between the ITDY location and alternate place or previous PDS at which the dependents are located is limited to the GOV'T's constructed cost and POC travel is not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, GOV'T or common carrier transportation mode and necessary travel time between the authorized points (par. U3010) is cost effective and time efficient to perform the official travel in most situations.

\*3. ***The authority does not apply when the member has reported to the new PDS on subsequent PCS travel order prior to accompanying the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at GOV'T expense.*** The member is financially responsible for the travel and transportation expenses if performed. See par. U2150.

D. Member's Return to the Old PDS. When:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Simply returns to the old PDS from ITDY,

after the dependent has been moved at GOV'T expense to the ITDY station or to alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station or from the alternate location to the old PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

**U4610 DEPENDENT TRAVEL**

A. Dependent Travel and Transportation to the Alternate Place. All travel and transportation authorized at GOV'T expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

1. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.
2. PDS and ITDY Stations Are Both OCONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station. However, if determined to be in the GOV'T's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.
3. PDS is in CONUS and the ITDY Station is OCONUS. Only the Secretarial Process may authorize/ approve dependents' travel and transportation at GOV'T expense in this situation. When authorized/approved, transportation may be authorized from the PDS to:
  - a. The ITDY station;
  - b. A CONUS location; or
  - c. A non-foreign OCONUS location ***if the non-foreign OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.***

Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

**Part G: ITDY – Travel & Transportation Allowances for Dependent Travel**

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4. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at GOV'T expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. See par. U4605-D.

B. PCS Order Received at the ITDY Station. When a dependent is moved at GOV'T expense to the ITDY station or other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at GOV'T expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

C. Member's Return to the Old PDS. When:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Simply returns to the old PDS from ITDY,

after the dependent has been moved at GOV'T expense to the ITDY station or to alternate location; the member is authorized dependent travel and transportation from the ITDY station or alternate location to the old PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependent is scheduled to, or actually does, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

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## PART H: HHG SHIPMENT AND STORAGE UNDER A TDY ORDER

### U4700 GENERAL

This Part prescribes TDY HHG transportation allowances. ***NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of the length of time in storage (as long as the member's order is and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.*** For POV storage when a member is TDY on a contingency operation, Ch 5, Part E, Sec. II. For information about HHG authorized locations, Tables in par. U4780 for TDY and par. U5390 for PCS.

### U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

\*A. General. Common carrier accompanied baggage limits may preclude a member from transporting necessary HHG items without cost. An AO or commanding officer may authorize/approve transportation of HHG required for the member's personal comfort and well-being while on TDY in addition to any UB being authorized.

\*B. Restrictions. If required due to unusual circumstances, Service regulations may restrict what type(s) of HHG items may be shipped to a TDY location. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, firearms (par. U5330-J) and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission. Any restriction must be stated on the TDY order.

### U4710 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. When TDY, the following may be transported in addition to the member's TDY weight allowances:

1. PBP&E (par. U5310-C), and
2. Required medical equipment (par. U5310-K).

B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported on a passenger transportation commercial ticket. They are the actual weights of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F. ***NOTE: The Secretary Concerned may authorize a higher weight allowance (NTE a total of 1,000 lbs. including the allowance listed below) of a member below pay grade O-7, but only on a case-by-case basis. The Secretary Concerned may increase the member's weight allowance (NTE the 1,000 total as noted) if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.***

<b>TDY WEIGHT ALLOWANCE (POUNDS)</b>			
<b>Service and Grade 1/</b>			
<b>Army, Air Force, &amp; Marine Corps</b>	<b>Navy, Coast Guard, &amp; National Oceanic and Atmospheric Administration Corps</b>	<b>Public Health Service</b>	<b>Weight Allowance</b>
<b>Officer Personnel</b>			
General/General of the Army	Admiral	N/A	2000 2/
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<b>Enlisted Personnel</b>			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes a Regular member, a member of a Uniformed Service RC, and an officer holding a temporary commission in the Army/Air Force of the U.S.

2/ The Secretarial Process may authorize additional weight up to 2,000 lbs. (up to 4,000 lbs. total) for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY weight allowance of HHG, is authorized a weight allowance of 800 lbs. for a TDY order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed or lost during transportation through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at GOV'T expense ([68 Comp. Gen. 143 \(1988\)](#)).

### **U4715 LIMITATIONS**

Under a TDY order, a temporary-to-permanent duty order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination or origin (as applicable) is the TDY station, subject to the following cost limitations as applicable:

1. From PDS to TDY station;
2. Between TDY stations; or
3. From the last TDY station to the old PDS, or to the new PDS.

When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

### **U4720 TRANSPORTATION METHODS**

The transportation methods in par. U5320 apply.

### **U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION**

- A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.
- B. Order Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.
- C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected or otherwise separated from the member.

### **U4735 WHEN EXCESS CHARGES ARE INCURRED**

HHG not authorized/approved for transportation or not within the member's TDY weight allowance must not be transported with authorized HHG. The member should arrange for separate transportation of such articles. When shipments include unauthorized articles that are later disclosed, the member bears the full cost of transporting them, to the extent that cost can be identified. If the cost of transporting these articles cannot be established, par. U5340.

### **U4740 CALLED (OR ORDERED) TO ACTIVE DUTY**

For transportation allowances of a member called (or ordered) to initial active duty for training for less than 6 months, or called (or ordered) to active duty for less than 20 weeks, par. U5345-B2. For transportation allowances when a member is relieved from such active duty, par. U5360-E.

### **U4745 PCS WITH TDY EN ROUTE**

See par. U5345-C1.

### **U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**

Under an order from a PDS to TDY without direction to return to the PDS, or to TDY for further assignment, a member's HHG within the PCS weight allowance may be:

1. Placed in NTS for the entire TDY period under par. U4770-C; or

2. Packed and moved from GOV'T QTRS to private-sector housing in the old PCS vicinity, if required to vacate the GOV'T QTRS.

**U4755 ITDY**

Under an order from the PDS to TDY for an indeterminate period of time, HHG transportation within the PCS weight allowance may be made to any combination of:

1. The TDY station, or
2. Any CONUS point, or
3. Other location authorized for dependent travel by the Secretarial Process, or
4. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under par. U4755 may be transported to the member's PDS after TDY. Ch 4, Part G, for dependent transportation.

**U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**

A. General. An order from a PDS to TDY pending PCS to:

1. OCONUS, or
2. A ship,

authorizes allowances to a member as indicated in pars. U4760-B and U4760-C.

B. Ordered to a Ship. Under an order from a PDS to TDY pending a PCS assignment to a ship other than one described in par. U4760-C, transportation of the PCS HHG weight allowance may be made to any combination of:

1. The ship's home port;
2. From GOV'T QTRS to private-sector housing in the old PDS vicinity, if required to vacate GOV'T QTRS; and
3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order from a PDS to TDY pending a PCS to an:

1. OCONUS assignment, or
2. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

PCS HHG weight allowance transportation may be made to any combination of:

1. Any CONUS location the member specifies;
2. The OCONUS duty station; and
3. NTS under par. U4770-C.

**U4765 TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**

A. General. An order from a PDS to TDY ICW building, fitting out, converting, or reactivating a ship that directs duty on board when commissioned, authorizes a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Ship Not Specified as Unusually Arduous. Under an order to a ship other than one described in par. U4765-C, transportation of the PCS HHG weight allowance may be made to a combination of:

1. The ship's home port, and
2. NTS under par. U4770-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, transportation of the PCS HHG weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and
2. NTS under par. U4770-C.

**U4770 HHG STORAGE ICW TDY/DEPLOYMENT**

A. Storage in Transit (SIT)

1. SIT is authorized as part of HHG transportation (*par. U4700 NOTE*).
2. HHG, within the TDY weight allowance, may be placed in SIT when:
  - a. On a PCS with TDY/deployment en route (par. U5345-C) (*NOTE below*); or
  - b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the SIT as necessary based on the member's written statement that SIT is necessary for reasons beyond the member's control.

***NOTE: When HHG are in SIT incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.***

B. Special Storage

1. General
  - a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. See *NOTE* in par. U4770-A when PCS is involved. It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.
  - b. The Secretarial Process may authorize/approve special storage under pars. U4770-B2 and U4770-B3.
  - c. The member's PCS weight allowance applies (par. U5310-B).
  - d. See par. U5380-B for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

- a. A TDY/deployment order for 90 or more days/an indefinite period may authorize a member a special storage (not ICW a PCS shipment).
- b. The Secretarial Process may authorize/approve special storage, except for a member who:
  - (1) Is authorized HOS allowances in par. U5365-A, and
  - (2) Has HHG in NTS under par. U5365-C when recalled to active duty (par. U5365-H).

3. TDY/Deployment of an RC Member Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for an RC Member who is:
  - (1) Called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and
  - (2) Ordered to TDY or deployment.
- b. The TDY/deployment can be for any length of time.
- c. The TDY HHG weight allowance limitations in par. U5345-B2 for an RC member called/ordered to active duty for less than 20 weeks *does not* apply.
- d. PCS weight allowances *do* apply (par. U5310-B).

C. Non-temporary Storage (NTS)

- 1. NTS while TDY is authorized only when a member is:
  - a. Ordered on a PCS:
    - (1) With TDY en route, or
    - (2) While on TDY, and
  - b. In the situations listed in the chart below.

2. Authorized NTS begins on the day the order is issued and continues (see par. U4770-D) as long as any of the situations in the chart below exist.

<u>SITUATION</u>	<u>COMPLETION</u>
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Departure day from the TDY station incident to an order assigning a new PDS
2. ITDY (par. U4755)	2. Departure day from the last TDY station to proceed to the new PDS
3. TDY pending assignment OCONUS or to a ship (par. U4760)	3. Departure day from the last TDY station to proceed OCONUS or to the assigned ship
4. TDY ICW building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. U4765)	4. The ship's arrival day at its assigned home port

D. Storage after TDY/Deployment Completion. HHG storage is authorized for up to 90 days after TDY/ deployment completion. Extensions to this 90-day period may be granted IAW par. U5375-B.

**U4775 HHG TRANSPORTATION AFTER STORAGE**

HHG stored under pars. U4750, U4755, U4760 and U5345-C1 may be transported to any subsequent PDS. Also, HHG may be shipped to any point in CONUS under par. U5350, when applicable.

**U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY order. The referenced paragraphs provide benefit details and *should be reviewed for thorough understanding*.

<b>ORDER TYPE AND JFTR REFERENCES</b>	<b>HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE</b> (footnote explanations follow summary)
1. TDY order, a temporary to permanent duty order, or a combination thereof (par. U4715)	1, 2, 3, 4, 5, 6, 7, 8
2. An RC member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (a) Initial active duty for training for less than 6 months; or (b) Active duty (including active duty for training) for less than 20 weeks; or (c) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. U4740 and U5345-B2)	8, 10, 12, 16, 17
3. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. U4750, U4770, and U4775)	5, 6, 9, 17
5. ITDY (from a PDS to a TDY location for an indeterminate time) (pars. U4755 and U4775)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. U4760-B and U4775)	4 (“ship home port”), 5, 9, 17
7. From a PDS to a TDY location pending: (1) OCONUS assignment, or (2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4760-C and U4775)	4, 5, 9, 17, 20
8. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4765-B)	4 (“ship home port”), 5, 9
9. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4765-C)	5, 9, 20
10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4770-B)	5 (“special storage”), 9
11. TDY/deployment of an RC member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4770-B3c)	5 (“special storage”), 9
12. Relief from active duty for an RC member called/ordered to: (a) Initial active duty for training for less than 6 months, or (b) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or (c) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5360-E)	6 (“NTE 30 days”), 8, 11, 13, 15, 19
13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5360-K)	5 (“continued storage only if member qualifies for special storage under par. U4770-B”), 8. Authorized locations depending on the TDY order. Upon separation following recall, pars. U5360-A and U5360-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	From PDS To TDY
2	From TDY To TDY
3	From Last TDY To Old PDS
4	From Last TDY To New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or place from which called/ordered to Active Duty for Training
15	To PLEAD or to place from which called/ordered to Active Duty for Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	From PLACE HHG Last Transported at Gov’t Expense
20	Any CONUS Point Selected By Member

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**SECTION 2: TRANSPORTATION METHODS****U5320 TRANSPORTATION METHODS**

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the least cost to the GOV'T.

B. UB and/or PBP&E. UB (APP A1) and/or PBP&E (APP A1) transportation is authorized by an expedited transportation mode when necessary to enable the member to carry out assigned duties and/or to prevent undue hardship to the member and/or dependents. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net), including PBP&E may be transported. Total UB NTE 2,000 lbs., including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at GOV'T expense if authorized IAW Service regulations. UB transported by any mode for par. U5310-A.

**Example:** Member's HHG weight allowance in par. U5310-B is 14,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is either 2,500 lbs. (net) or 25% of 14,000 lbs. (net) – 3,500 lbs. (net), whichever is greater. In this case, the admin weight allowance is 3,500 lbs. (net). The member opts to transport 300 lbs. of UB along with 500 lbs. as PBP&E 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 3,200 lbs. (net) of HHG of the administrative weight limit (including up to 1,700 lbs. (net) of additional UB and any additional PBP&E) may be transported to the OCONUS PDS but not by an expedited transportation mode.

C. GOV'T-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the GOV'T assumes responsibility for HHG transportation IAW par. U5320-A.

D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for HHG transportation and/or NTS. Transportation cost claims should be prepared and submitted IAW Service regulations (par. U1010-B8). The GOV'T's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) IAW par. U5319.

**NOTE 1:** *A member (or next of kin, when appropriate) who personally arranges for HHG transportation (i.e., personally moves the HHG, or arranges directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.*

**NOTE 2:** *If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.*

1. GOV'T-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is authorized actual cost reimbursement:

- a. When a shipping or transportation officer is not available, or
- b. The shipping or transportation officer instructs the member in writing to transport HHG or place them in NTS at personal expense.

Transportation of HHG is in APP A1 and NTS is in par. U5380. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

2. GOV'T-procured Transportation and/or NTS Available. A member who arranges for transportation or NTS is authorized:

a. Actual cost reimbursement NTE the GOV'T's constructed 'Best Value' transportation and/or NTS cost for the actual HHG weight transported NTE the member's maximum HHG weight (par. U5320-D6).

*Payment of accessorial charges may be authorized/approved when charges would have been authorized during a GOV'T-arranged move and all applicable tariff approval rules have been met., or*

b. Payment of a monetary allowance equal to 95% of the GOV'T's constructed 'Best Value' cost for the actual HHG weight transported NTE the member's maximum HHG weight. Authorized GCC calculation factors are in par. U5320-D6. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).

c. Actual cost reimbursement for small package service arrangements NTE the GOV'T's constructed transportation cost for the actual HHG weight transported. GOV'T's constructed cost is IAW par. U5320-D6.

d. SIT IAW par. U5375, for actual cost reimbursement NTE the GOV'T's constructed storage cost for the actual HHG weight stored.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or GOV'T scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

(1) A public scale or a GOV'T scale was not available; or

(2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

Use the constructed weights in par. U5335-E. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When GOV'T-procured transportation and/or NTS is available, the GOV'T must never incur expenses for the HHG movement in excess of 100% of the GOV'T's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. DTOD. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). Par. U2020 for DTOD requirements.

**Part D: HHG Transportation & Storage/Section 2: Transportation Methods**

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6. GOV'T's (Transportation) Constructed Cost (GCC). For the Armed Forces and NOAA, the GCC is determined by using the 'Best Value' methodology for the channel and the actual HHG weight NTE the member's authorized maximum HHG weight as follows:

- a. For domestic shipments (within CONUS, between CONUS and Alaska, and within Alaska), the GCC includes the following 'Best Value' charges: linehaul, packing, and unpacking, linehaul factor charges at origin and destination, and short haul charges (applicable only for shipments moving 800 miles or less).
- b. For international shipments (including to/from Hawai'i and to/from U.S. territories and possessions), the GCC includes the Best Value "Surface" Single Factor Rate (SFR).

7. USPHS GCC. For USPHS, the GCC in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight NTE the member's authorized maximum HHG weight or other method selected by USPHS. Cost to/from between OCONUS locations are constructed using the single factor rate or other method selected by USPHS.

***NOTE 1: Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.***

***NOTE 2: For purposes of this Part, GCC is a term not applied to USPHS.***

***NOTE 3: Payment of accessorial charges may only be authorized/approved when charges would have been authorized during a GOV'T-arranged move and all applicable tariff approval rules have been met. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).***

E. Split Shipment. A member may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and
2. GOV'T's 'Best Value' cost to transport the member's maximum PCS weight allowance in one lot between authorized places (except under par. U5320-D1).

***NOTE: Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.***

**U5330 FACTORS AFFECTING HHG TRANSPORTATION**

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under a PCS order between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or
2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, par. U5372-F.

B. Impact of Order Effective Date. The authority for HHG transportation accrues and becomes fixed on the PCS order effective date. Except as authorized in par. U5370-F for a member reduced in grade, the weight allowance is based on the grade held on the order effective date authorizing the HHG transportation.

**Part D: HHG Transportation & Storage/Section 2: Transportation Methods**

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C. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be transported to the proper destination at GOV'T expense if the order is later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the least cost to the GOV'T, and not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments is charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and par. U5330-F, HHG transportation is not authorized for a member who elects mobile home allowances.

2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from a Member's Port Reporting Month. When concurrent dependent travel is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:

(1) UB and other HHG transportation to the OCONUS PDS, and

(2) Mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is authorized UB and other HHG transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at GOV'T expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under a PCS order and who elects mobile home allowances within CONUS or Alaska, also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not authorized HHG or UB transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) Whose dependents are returned to CONUS or Alaska under pars. U5240 or U5900; and

(2) Who elects mobile home allowances within or between CONUS or Alaska under pars. U5540-A and U5915;

also is authorized HHG and UB transportation from the OCONUS or Alaska PDS to the designated place, except for HHG removed from the mobile home to meet safety requirements.

b. A member:

- (1) Whose dependents are returned from Alaska to CONUS under par. U5900-D, and
- (2) Who elects mobile home allowances from Alaska to CONUS,

is not authorized HHG or UB transportation, except for HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in pars. U5330-F4b and U5330-F4c.

b. Mobile Home Transported by GOV'T-Procured Transportation. When a GOV'T-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the GOV'T for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by GOV'T-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at GOV'T expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the GOV'T to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home transportation under par. U5505.

G. HHG Transportation before an Order Is Issued

1. General. Except as indicated in par. U5330-G2, HHG transportation (before a PCS order is issued) is authorized if the request for transportation is supported by a:

- a. Statement from the PCS AO or a designated representative that the member was advised before such an order was issued that it would be issued;
- b. Applicant-signed written agreement to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in a statement prescribed in par. U5330-G1a; and
- c. Written applicant-signed agreement to pay the entire transportation cost (if a PCS order is not later issued to authorize the transportation). The length of time before the PCS order is issued, during which a member may be advised that an order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the order is actually issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of

service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the order is to be issued ([52 Comp. Gen. 769 \(1973\)](#));

2. A Member Assigned to a Ship Preparing to Enter Overhaul. HHG transportation before a PCS order is issued is authorized for a member assigned to a ship that has been scheduled for an overhaul, provided the AO or the designated representative provides a statement that the ship's home port is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site. If the scheduled ship overhaul is canceled, par. U5330-C above applies ([59 Comp. Gen. 509 \(1980\)](#)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation authority may be used any time while the order remains in effect and prior to receipt of another PCS order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons ( [45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

**Example:** A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an order to Location C). However, the member can ship from Location A to Location C (par. U5310-A3) and/or from Location B to Location C.

I. Alcoholic Beverage Transportation. Alcoholic beverages transportation as HHG must conform to [27 USC §122](#) that states:

*Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*

\*J. Firearm Transportation. Transportation of firearms as HHG for an Armed Services' member must conform to [18 USC §922\(g\) \(6\) \(8\) and \(9\)](#). DoD Services, see [DoDI 6400.06](#), Domestic Abuse Involving DoD Military and Certain Affiliated Personnel for additional information. Non-DoD personnel should see Service issuances.

## PART F: MOBILE HOME TRANSPORTATION

### U5500 PRIVATELY OWNED MOBILE HOMES

A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move. Transportation of the TDY HHG weight allowance under Chapter 4, Part G, for TDY en route, is authorized in addition to mobile home allowances. *The constructed GOV'T cost to transport the mobile home, any HHG removed from the mobile home (par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, cannot exceed the GOV'Ts 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs. The constructed measure for mobile home transportation is always the 'Best Value' transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.* (Example: A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.) For the Armed Forces and NOAA, the member's maximum cost authorization is determined by using the 'Best Value' methodology for the channel times the member's authorized maximum HHG weight amount for grade/dependency status. For details on determining best value costs refer to the USTRANSCOM website under DP3 business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm). For PHS, the GOV'T's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.

B. Eligibility. A member authorized HHG transportation at GOV'T expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on/before the member's PCS order effective date;
2. The member certifies that the member or member's dependents intend to use the mobile home as a residence at the location to which it is being moved (exceptions in par. U5505-C);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's (or dependent's/heir's) expense and to the GOV'T'S satisfaction to withstand the transportation rigors. See par. U5505-E for mobile home body and chassis preparation costs which are reimbursable or which may be performed at GOV'T expense.; and
4. The member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540, U5545 or U5915.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between:

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the limitation that *the GOV'T'S cost liability is limited to the total cost to the GOV'T to transport the member's PCS HHG weight allowance between the old and new PDSs.*
2. CONUS or Alaska PDS and a PDS neither in CONUS nor Alaska. A member, or the member's dependent/heir (in the case of the member's death), is authorized mobile home allowances:
  - a. Within CONUS or Alaska,
  - b. Between CONUS and Alaska, or
  - c. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
  - d. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

***NOTE:*** *Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.*

D. Delayed/Deferred Mobile Home Transportation. The member may elect not to move a mobile home when authorized. However, mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders, up to the greater of the distances in items 1 and 2. Example in par. U5310-A3.

1. To the new PDS from the former PDS from which the mobile home was not moved, or
2. From the current PDS from which the member is being ordered.

#### U5505 MOBILE HOME TRANSPORTATION

A. Definition. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. When both husband and wife are members, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the GOV'T may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS order.

***\*NOTE:*** *When one spouse is a uniformed member and the other an employee, and each has a separate PCS order, they may combine their PCS HHG weight allowances (JTR, par. C5154-J).*

C. Single Member/Concurrent Travel Performed. A member:

1. Without dependents, or
2. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. U5505-D.

***NOTE:*** *A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependent(s) (or single member) is at an OCONUS PDS other than in Alaska.*

D. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska. When a dependent(s) is authorized to travel to/from the designated place/selected point in either CONUS or Alaska to a member's new PDS (which is neither in CONUS nor in Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (par. U5515-G) to:

1. The boarder crossing/appropriate port,
2. Designated place, or
3. Selected point.

The member also may transport UB and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS. *The GOV'T's cost liability to transport the mobile home, any HHG removed from the mobile home (par. U5515-G), and UB/HHG to the new PDS for the member's use, is NTE the GOV'T's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.*

**EXAMPLE**

Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 lbs. of HHG. The member transports a mobile home and 1,000 lbs. of HHG (using par. U5515-G) from the old PDS to Cleveland, OH, and 4,000 lbs. of HHG to the new PDS in Germany. The amount that the GOV'T pays to transport the mobile home and the 1,000 lbs. of HHG to Cleveland, and the 4,000 lbs. of HHG to Germany may not exceed the GOV'T's cost to transport the member's PCS HHG weight allowance of 12,000 lbs. from the old CONUS PDS to the new PDS in Germany.

E. Return from a PDS neither in CONUS nor Alaska. A member is authorized mobile home transportation:

1. Within CONUS or Alaska and,
2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
3. The selected point in CONUS or Alaska to the new PDS.

*The GOV'T's cost liability to transport the mobile home, any HHG removed from the mobile home (par. U5515-G) and UB/HHG to the new PDS for the member's use is NTE the GOV'T's cost to transport the member's PCS weight allowance between the old and new PDSs. Example in par. U5505-D.*

F. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized the mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

**U5510 GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION**

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is GOV'T-procured. Expenses for transporting a mobile home at GOV'T expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under par. U5500 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or SIT costs (as prescribed in pars. U5510-B2, U5510-C1, and U5510-C5) IAW pars. U5500-A and U5555. SIT and dry storage reimbursement are authorized in par. U5555. *Reimbursement must not exceed that amount provided for in par. U5500-A.*

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the member (or dependent/heir) must:
  - a. *Ensure that the bill includes specific cost itemization of charges;*
  - b. Find out from the carrier what part of the preparation responsibility is the carrier's and what part is the shipper's (i.e., the member or dependent/heir);
  - c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and
  - d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the shipper's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (par. U5510-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

- a. Carrier's charges for actual mobile home transportation in an amount NTE charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
- b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and
- c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);
- b. Insurance/excess valuation costs over the carrier's maximum liability;
- c. Special handling costs requested by the member; and
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

**C. Movement other than by Commercial Transporter**

1. Reimbursement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, reimbursement is for actual transportation subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C6, and U5510-C7. The distance computation is prescribed in par. U2020.

2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. U2020.

3. Origin/Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

4. Origin/Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. U5510-C2 and U5510-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. U2020.

5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:

- a. Fuel/oil used for propulsion of the boat;

- b. Open water pilots or navigators;
- c. Crew;
- d. Harbor pilots;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
- g. Towing, whether in tow or towing by pushing from behind; and
- h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. U5510-C1 through U5510-C5, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin inside Alaska or CONUS for transportation/resettling at the destination inside Alaska or CONUS. *Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS.* Preparation costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
- b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
- c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. HHG packing/unpacking associated with the mobile home;
- e. Disconnecting/connecting utilities;
- f. Skirting removal/installation labor costs;
- g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;
- h. Trailer towing lights installation/removal;
- i. Reasonable extension costs of existing water/sewer lines;
- j. Dismantling/assembling costs for a portable room appended to a mobile home;
- k. Expando charges;
- l. Anti-sway device charges (*transportation expense*);
- m. Over-dimension charges and/or permits (*transportation expense*);
- n. Wrecker service when required (*transportation expense*); and
- o. Similar expenses.

7. Self-propelled Mobile Home Driven Overland. Reimbursement is:
- At the automobile mileage rate (par. U2600) for the official distance between the points authorized, or
  - For actual transportation costs subject to the limitation in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7.

See **NOTE** in par. U5510-C9 below.

8. Self-propelled Mobile Home Driven over Water. Reimbursement is the:
- Actual transportation costs subject to the limitations in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7; or
  - Automobile mileage rate (par. U2600) per overland mile for the official distance between the authorized points.

**NOTE** in par. U5510-C9.

9. Mobile Home Moved by Overland Towing. Reimbursement is for actual transportation costs subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7.

**NOTE: Reimbursement must not exceed the amount in par. U5500-A. Reimbursement is authorized for SIT in par. U5555.**

D. GOV'T-procured Transportation.

1. GOV'T-procured Transportation. **Par. U5500-A.** The GOV'T arranges the member's mobile home transportation by commercial/GOV'T means to/from the points authorized in this Part. The GOV'T pays all transportation costs (an eligible member or dependent/heir must sign a written agreement to be financially responsible for all excess costs, (including excess distance charges, excess HHG charges and those charges listed in par. U5510-B3)), up to what it would have cost the GOV'T to transport the member's PCS HHG weight allowance from the old to new PDS. **The member does not receive any other allowances for the transportation involved.**

**NOTE: Example, par. U5505-D.**

2. Costs Not Allowed. The following costs are the financial responsibility of the member for repayment:
- Storage charges accruing at any point unless caused by conditions beyond the member's control;
  - Special handling costs requested by the member;
  - Insurance/excess valuation costs over the carrier's maximum liability;
  - Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and
  - Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by other Means. The allowances described in pars. U5510-B and C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

## U5515 MOBILE HOME TRANSPORTATION FACTORS

A. Mobile Home Allowance Application. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G). The member may not request or accept payment, for transportation of the member's PCS HHG weight allowance at GOV'T expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation. However, the member may receive mobile home transportation allowances to a designated place under par. U5505 and may later transport UB/HHG or transport a mobile home under par. U5505.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently transport HHG under par. U5330-F5. Par. U5500-A for mobile home transportation cost limitations.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer. In these cases, the member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

D. Order Amended, Modified, Canceled, or Revoked. When a member's mobile home is transported under pars. U5510-A or B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances to the original destination (as if the transportation was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate.

### EXAMPLE

The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

E. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the *last* PDS may be authorized at any combination of the point of origin, in transit, or at destination.

F. Transportation before an Order Is Issued. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or U5510-B before a PCS order is issued, in the same manner as HHG under par. U5330-G. The member is authorized reimbursement under par. U5510-B only if a PCS order is later issued. The member should retain the AO's/designated representative's written certification (par. U2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

G. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at GOV'T expense under par. U5330-F5.

**U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

\*Mobile home transportation involving excess costs may be made (par. U1015-C2e). The GOV'T is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status, or
2. Deceased, or
3. Authorized by Service regulations.

**U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (either GOV'T or economy) on which the mobile home is located, is authorized GOV'T-procured transportation/reimbursement for the expenses incurred (including SIT under par. U5555) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,
2. Moving it to another location, and
3. Installing it at the new site ([52 Comp. Gen. 69 \(1972\)](#)).

Also par. U5510-C6.

C. Non-reimbursable Expenses. Par. U5510-D2.

D. Cost Constraints. *The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs. of HHG.*

E. Ownership. *The member (or a dependent) must own the mobile home when it is moved.*

**U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. U5370-B1 and B2:
  - a. To a designated place in CONUS, or
  - b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. U5500 are met. This mobile home transportation is in lieu of transporting HHG except as authorized in par. U5330-F3. The order authorizing dependent transportation (under pars. U5240, U5905 and U5915) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. U5370 the transportation is authorized. *After a mobile home is transported due to dependent travel/ transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.*

2. Member Assigned to Full PCS Weight Allowance Area. The GOV'T's financial responsibility for mobile home and HHG (par. U5330-F3) transportation to the designated place may not exceed the GOV'T's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place.

**EXAMPLE**

Dependents return from Hawai'i and 1,000 lbs. of HHG are transported from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at GOV'T expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 lbs. of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The GOV'T'S financial responsibility for mobile home and HHG transportation is IAW the basic authorization (par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from:

- a. The member's last PDS in CONUS (or Alaska), or
- b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be transported to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, authorization is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than the prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at GOV'T expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS. The authorization is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and
2. The needs of the Service.

This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment ([B-208861, 10 November 1982](#)).

**U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the U.S. who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (APP A1) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. GOV'T-arranged transportation;
2. Personally arranged transportation via a commercial transporter;
3. Transportation by a means other than those specified in pars. U5545-A1 and A2.

***Mobile home transportation/incidental costs under this subparagraph are at GOV'T expense. The ceilings prescribed elsewhere in this Part do not apply.*** Transportation payments authorized by par. U5545-A may be made in advance IAW par. U1010-B5.

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. Dead;
2. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
3. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under par. U5545-C.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and
2. Mobile home transportation is completed within 1 year after the member's death, or
3. For GOV'T-procured transportation, the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and D3 may be authorized/approved (par. U5012-I).

#### U5555 TEMPORARY STORAGE

A. General. ***The law precludes more than 180 days of SIT.*** SIT is storage authorized with mobile home transportation. This storage is cumulative and may accrue at any combination of origin, in transit, or destination. When storage facilities are unavailable at origin or destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The SIT cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance. ***Except as provided in pars. U5555-C and D, the member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported.***

B. SIT Time Limits

1. SIT - First 90 Days. A member is authorized mobile home SIT at GOV'T expense for 90 days with any authorized mobile home transportation. ***When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. U5555-B.***

2. SIT - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

- a. Serious illness of the member;
- b. Serious illness or death of a dependent;
- c. Directed TDY after arrival at PDS;
- d. Non-availability of suitable permanent location for mobile home; or
- e. Acts of God.

C. Order Amended, Modified, Canceled or Revoked

1. Order Amended/Modified. After the date the mobile home was released to a transportation service provider (TSP)/the GOV'T for shipment/SIT, a member whose PCS order is amended/ modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the amended/modified order effective date. After that the amended/modified PCS order establishes the storage allowance.

2. Order Canceled/Revoked. A member on a PCS order, which is canceled/ revoked after the date a mobile home is released to a transportation service provider (TSP)/the GOV'T for shipment/SIT, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in SIT when the PCS order is received, is authorized continued SIT (regardless of the time limit prescribed in par. U5555-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

**U5560 FUNDS ADVANCE**

Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured. *The advance is NTE the estimated amount allowable and may not be paid directly to a carrier.*

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

### **U7750 GENERAL**

\*A. Application. This Part applies to uniformed members accompanying a member of Congress, congressional staff employee and funeral support under the authority in [31 USC §1108\(g\)](#). DoD components should refer to the below DoD issuances for guidance. Non-DoD Services should consult Service issuances.

\*1. [DoDD 4515.12, DoD Support for Travel of Members and Employees of Congress](#); and

\*2. [DoDI 4515.19 DoD Support for Congressional Funerals](#).

B. Reimbursement. An armed forces member accompanying a Member of Congress/congressional employee on official travel under the authority in [31 USC §1108\(g\)](#) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

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

provided the armed forces member's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned (pars. U3125-B3g and U3125-B4j).

### **U7751 DEFINITIONS OF TERMS**

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

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

C. Secretary Concerned. For this Part, "Secretary Concerned" includes SECDEF for DoD Services and the Secretary of Homeland Security for the Coast Guard (when not operating as part of the Navy).

### **U7752 TRANSPORTATION, PER DIEM, AND AEA RATES**

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

### **U7755 OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES**

Approval codes required on documentation for other than economy/coach class Congressional travel are first-class (FC), and business-class (BC) (pars. U3125-B3g and U3125-B4j).

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## PART A: GENERAL INFORMATION

### U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living QTRS allowance or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force - Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. GOV'T QTRS. GOV'T QTRS include:

1. U.S. GOV'T owned or leased sleeping accommodations or family-type housing;
2. Lodging or other QTRS obtained by U.S. GOV'T contract;
3. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contract;

4. Sleeping or housing facilities furnished by a foreign government on the GOV'T's behalf; and
5. QTRS in a state-owned National Guard camp.

For BAH, GOV'T QTRS do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

**E. Privatized Housing**

1. GOV'T QTRS that have been privatized are, by definition (APP A1), no longer GOV'T QTRS.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to GOV'T QTRS.
4. Par. U10010-C explains Navy Barracks Privatization Test.

**F. Rental Charge.** A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

**G. Housing Allowance.** Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. U10004 and U10006);
2. Overseas Housing Allowance (OHA) (pars. U10020 – U10032);
3. Family Separation Housing (FSH) (par. U10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. U10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. U10010);
6. Transit Rate (BAH-T) (par. U10012); and
7. RC Rate (BAH-RC) (par. U10014).

**H. Primary Residence.** See definition of Primary Residence/Home in APP A.

**U10002 HOUSING ALLOWANCE**

**A. General.** Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost-reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. U10010) or BAH-Diff (par. U10008), a housing allowance is not paid to a member assigned to adequate GOV'T QTRS (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

- a. The PDTATAC determines adequate housing costs in a MHA for all Uniformed Services' members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.
- b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination-in an MHA takes effect with the pay raise each year.
- c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

- a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.
- b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.
- c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in APP K1, par. A.

3. FSH Rates

- a. The FSH-B rate is the same as the without-dependent BAH rate for the same location.
- b. FSH-O is computed under the same rules and conditions as without-dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. GOV'T QTRS. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for GOV'T QTRS).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (APP K).

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA and FSH-O authority stops:

- a. On the day the member's OHA lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. U10002-E3 below for exception), or
- d. Upon assignment to GOV'T QTRS.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table U10A-1		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: <sup>1</sup>
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
3	occupies GOV'T QTRS with dependents and QTRS assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of QTRS assignment termination or PCS departure date, unless dependents continue to occupy the QTRS. If definite QTRS assignment was not required, then BAH or OHA begins the date QTRS are vacated.
4	occupies GOV'T QTRS with dependents and the QTRS are declared inadequate	on which designation of inadequacy of QTRS is effective, if the member and dependents continue to occupy such QTRS.
5	acquires a dependent (marriage, birth, adoption, etc.) <sup>2</sup>	the dependent is acquired, if the member is not assigned GOV'T QTRS for member and dependent(s) on that date <sup>3</sup> . Table U10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned GOV'T QTRS for the member and dependents on that date. <sup>4</sup>
7	claims dependent parent	determined/approved by authority shown in Table U10B-1 or U10B-2.
8	claims doubtful dependent	

<sup>1</sup> Payment of OHA requires a lease agreement or a verifiable purchase price.

<sup>2</sup> Includes dependent acquired while member is on authorized leave.

<sup>3</sup>

- a. Applies to sole dependent of officer or enlisted member.
- b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
- c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
- d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

<sup>4</sup> If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table U10A-2		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	Dies	of death.
2	is divorced <sup>1</sup>	of the final decree of divorce. <sup>1</sup>
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. <sup>2</sup>
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday.
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. <sup>3</sup>
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

<sup>1</sup> Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

<sup>2</sup> Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

<sup>3</sup> A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Office of Commissioned Corps Operations: Attn: DEERS Determination.

DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES		
Table U10A-3		
Rule	A	B
	If a member:	then stop BAH or OHA at 2400 hours of the day:
1	is furnished GOV'T QTRS at the PDS, adequate for the member and dependents	before the day QTRS are assigned (or before the day occupancy begins, if definite assignment was not made). <sup>1</sup>
2	is furnished QTRS (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day QTRS are furnished.
3	and dependents occupy inadequate GOV'T QTRS which are rehabilitated and designated as adequate GOV'T QTRS	before the effective date of re-designation as adequate GOV'T QTRS.
4	is absent without leave	Table U10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

<sup>1</sup> When dependents are prevented from occupying the assigned QTRS because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

**U10004 BAH RATE PROTECTION**

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

**U10006 BAH ADVANCES**

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than GOV'T housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. U10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. U10006-A. Service regulations must prescribe liquidation procedures for advances made under par. U10006-E.

#### **U10008 BAH DIFFERENTIAL (BAH-DIFF)**

A. General. **BAH-DIFF** is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

#### **BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment**

1. If a member is assigned to single-type GOV'T QTRS or a single-type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. *A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.*
2. A member not assigned to GOV'T QTRS, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with-dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to GOV'T owned/leased family-type QTRS (does not include privatized quarters) or is in receipt of a with-dependent housing allowance or on behalf of the child/children (pars. U10120, U10122, U10124, U10126 and U10206).

#### **U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)**

A. Partial Rates. A member without dependents who is assigned to single-type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized **BAH-Partial**.

#### **Conditions**

1. A member without dependents assigned to single-type adequate GOV'T QTRS at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate GOV'T QTRS, or is assigned GOV'T QTRS but elects not to occupy such QTRS and resides in private QTRS at own expense, is considered to be assigned to GOV'T QTRS and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single-type GOV'T QTRS and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single-type GOV'T QTRS and is not authorized BAH or OHA at the full rate. However, such a member assigned to family-type GOV'T QTRS is not authorized BAH-Partial.
5. A member occupying single-type GOV'T QTRS whose dependents reside in family-type GOV'T QTRS, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family QTRS are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family-type GOV'T QTRS.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, GOV'T QTRS before confinement and remains assigned to such QTRS during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single-type GOV'T QTRS, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned QTRS in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies GOV'T family QTRS assigned to the spouse when the ship is in port, is a member without dependents assigned to QTRS on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guard-house, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain QTRS therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.
12. A member without dependents assigned to single-type GOV'T QTRS between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. A member without dependents is not authorized BAH-Partial when assigned to GOV'T single-type QTRS (including GOV'T-leased QTRS) that exceed the minimum standards of single QTRS for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.
14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as GOV'T QTRS for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without-dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the QTRS and 68% for single occupancy.

2. Hampton Roads, VA, area which includes both the Hampton/Newport News and the Norfolk/ Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing Unaccompanied Housing and 74% for occupancy of new construction privatized housing (two-bedroom, two-bath market style).

**U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)**

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. U10416).

**U10014 RC RATE (BAH-RC)**

BAH-RC rates are established by the SECDEF and are determined and set forth in par. U10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. U10428).

**U10016 FAMILY SEPARATION HOUSING (FSH)**

The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. U10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. U5222-N and U10406).

*Effective 13 March 2012*

**\*U10018 TEMPORARY BAH INCREASE**

\*A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an INSTALLATION experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or zip code within a County Cost Group. *This authority expires 31 December 2012.*

\*B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an INSTALLATION. The law requires that the member certify that higher costs have been incurred.

\*C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

\*D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

\*1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.

\*2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

\*E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. ***There is no rate protection of temporary increased rates.*** The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

\*1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.

\*2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.

\*3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

\*F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

\*1. *No Locations at this Time*

#### U10020 OHA - GENERAL

##### NOTES:

*1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.*

*2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.*

*3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.*

*4. Disciplinary action addressed in par. U1035 applies when housing allowances are used for other than the purpose intended.*

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. APP M3 for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (par. U10026 and APP N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and 'MALT-Plus'. OHA is not payable on the arrival day when 'MALT-Plus' per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, APP K.

#### U10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term "private sector housing" includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. U10022-C for a member-owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.***
5. Re-compute OHA if/when the rent changes.

B. Sharers. ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA "Miscellaneous" (par. U10026 and APP N for specific rules) receives a full rather than prorated allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

***NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.***

#### C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.*** ***NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.***

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. *A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.*

c. To determine the monthly [OHA](#) rental equivalency when adding a loan described in par. U10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' *starts from the loan start date*.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy - Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force - Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

(5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;

(6) NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or

(7) U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive the [utility/recurring maintenance allowance](#).

***NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.***

4. If the dwelling is a member-owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

#### U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

##### A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with-dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. U10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

##### B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points APP K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

**U10026 MOVE-IN HOUSING ALLOWANCE (MIHA)**

A. General. MIHA exists to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program. **MIHA is not payable to a member occupying GOV'T or GOV'T-leased housing. MIHA does not cover move-out costs.** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security-related expenses. Instructions for completing this form are found in APP N. Various surveys are sent to members in private sector leased housing to document utility and move-in expenses. They are discussed in APP N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a GOV'T-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
  - a. local move would otherwise initiate a second or subsequent MIHA payment request unless that move is GOV'T funded;
  - b. member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
  - c. member moves from GOV'T QTRS to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:
  - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K3 to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. **Only one payment is authorized at a PDS unless par. U10026-B2 applies.**
  - b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a foreign GOV'T that the member must pay before/upon occupying a dwelling. **Expenses deferred until lease termination are not MIHA/Rent.** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (APP N, par. C).
  - c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.
5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. APP N, pars. C and D.
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

#### U10028 OHA ADVANCE PAYMENT

See APP K2 for detailed information on areas with rental advance protection under OHA.

##### A. Authority

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. U10028-A3), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC APP K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
  - a. Law,
  - b. Local custom for everyone, including local nationals, or
  - c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S.

Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in APP M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee  
ATTN: SPP/Allowances Branch  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000 or,
- b. FAX: (571) 372-1301.

***NOTE: Once a location is authorized by PDTATAC and listed in APP K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.***

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. U10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. Service regulations for currency fluctuation loss/gain procedures.

#### **U10030 OHA COMPUTATION DATA**

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by APP M, or PDTATAC.

#### **U10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA**

Unless provided in APP K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or GOV'T owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

## SECTION 9: MEMBER IN TRANSIT

### U10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. *The new PDS or*

2. *A location near, but outside the limits of, the new PDS and per diem stops IAW par. U5120-D*

***BAH for the new PDS begins the day of arrival in a "TDY" status at the new PDS in par. U10416-A1 or the day per diem stops in the case of par. U10416-A2.***

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH as of the GOV'T QTRS termination date). Tables U10E-12, U10E-16 and U10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

#### D. New Accession

1. Definition. A member in the accession pipeline includes a:

- a. Member who is undergoing initial entry training, to include an RC member;
- b. Student (includes ROTC and OCS) without prior Military Service; ***NOTE*** below.
- c. Service academy graduate upon graduation, until arrival at the first PDS. ***NOTE*** below.

The member remains in the accession pipeline until:

- a. the member arrives at a PDS, including a training location of 20 or more weeks; or
- b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since GOV'T QTRS are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

***NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another***

*duty station and is not assigned GOV'T QTRS, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.*

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH on GOV'T QTRS termination date provided the member is still on active duty). See Table U10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating GOV'T QTRS or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. U10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing

allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

MEMBER IN TRANSIT

Table U10E-12			
RULE	If the member	and	then ( <u>NOTES 1 and 2</u> )
1	is en route PCS	from a PDS in the U.S.	*Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
2		*from a PDS outside the U.S.	*Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because GOV'T QTRS were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates GOV'T QTRS and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with dependents	For dependents located in the U.S., continue dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.

<b>Table U10E-12</b>			
<b>R U L E</b>	<b>If the member</b>	<b>and</b>	<b>then (<u>NOTES 1 and 2</u>)</b>
<b>9</b>	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned GOV'T QTRS	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
<b>10</b>	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
<b>11</b>	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
<b>12</b>		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
<b>13</b>	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
<b>14</b>		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
<b>15</b>		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
<b>16</b>	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
<b>17</b>	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

**NOTES:**

**1. The member is not authorized BAH/OHA if assigned GOV'T QTRS adequate for the member and dependent (if applicable). Start BAH/OHA effective the date of QTRS termination, if applicable.**

**2. If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.**

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

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

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

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

#### ACCOMMODATIONS

A. Approved. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site.

#### B. Common Carrier

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## AGENCY

A. **Includes:**

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

B. Does NOT include a/an:

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

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

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

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

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).
3. Annual training is a part of active duty for training.
4. For DoD, see [DoDI 1215.06](#). For non-DoD Services, see Service issuances.

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

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

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

**ATTENDANT**. An attendant:

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

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

**AUTHORIZE(D)**

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

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

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

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

## **BAGGAGE**

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

B. GOV'T material may be included.

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

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

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

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

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

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

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

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

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

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

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

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

## **CALENDAR DAY**

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

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

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

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

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

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

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

A. Standard City-Pair Airfare (YCA):

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

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

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

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

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

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

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

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 ([Public Law 104-88](http://www.gsa.gov/portal/category/27228)) in interstate commerce or under appropriate State statutes in intrastate commerce.

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

**COMMUTED RATE (*Civilian Employee Only*).** A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the [Professional](#)

[Movers Commercial Relocation Tariff, STB HGB 400-\(Series\)](#). See JTR, par. C5160-D4.

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

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

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

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

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

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

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

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

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

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

**CONUS LOCALITY PER DIEM RATES.** For current per diem rates, see the [Defense Travel Management Office website](#).

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

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also ref the Defense Almanac and/or the Department of Defense website.)

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

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

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

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

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

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after the member's**

*divorce from the stepchild's parent by blood.;*

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

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

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

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

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

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

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

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

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

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)  
[GSBCA 15382-RELO, 20 December 2000](#)  
[GSBCA 15207-RELO, 19 May 2000](#)  
[GSBCA 14673-RELO, 9 December 1998](#)  
[GSBCA 14122-RELO, 16 March 1998](#)

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

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

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

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

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

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

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

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

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

*"Issues of marital status are determined by state law, James H. Perdue, GSBGA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out*

to others as a married couple." *Black's Law Dictionary 986 (7th ed. 1999)*"; and,

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

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

*The burden of proof is on the claimant to establish the common law marriage. [GSBICA 15207-RELO, 19 May 2000](#); [GSBICA 14122 RELO, 16 March 1998](#).*

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

**Pertinent GSBICA decisions**

[GSBICA 15947-RELO, 31 March 2003](#)  
[GSBICA 15382-RELO, 20 December 2000](#)  
[GSBICA 15207-RELO, 19 May 2000](#)  
[GSBICA 14673-RELO, 9 December 1998](#)  
[GSBICA 14122-RELO, 16 March 1998](#)

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

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

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

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

1. A tour at any overseas PDS with an established tour that does not permit command-sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See [DoDI 1315.18, par. E2.1.13](#).

**DESIGNATED PLACE**

A. **UNIFORMED MEMBER**

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

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

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

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

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

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

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

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

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

*Effective 28 September 2011*

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

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

***NOTE:*** *The definition of 'Domestic partnership' requires that the partners 'share responsibility for a significant measure of each other's financial obligations.' This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner.*

## **DUTY STATION**

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

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or an RC;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

**DISCOUNT GOVERNMENT MEAL RATE (GMR)**. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

**DISTANCE**. As applicable for the Defense Table of Official Distance:

1. **Shortest**. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical**. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

**EARLY RETURN OF DEPENDENT (Uniformed Member Only)**. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

#### **EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.
4. The following are examples of computing an order's effective date:

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

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

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

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

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

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW a order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
  - a. Travel is authorized by competent authority, and

b. Is incapable of traveling alone, and

2. May be appointed by the member's/employee's commanding officer/AO.

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

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

**FAMILY.** See **DEPENDENT**.

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

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

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

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

**FIRST-CLASS.** See **ACCOMMODATIONS**

**FOREIGN AIR CARRIER.** An air carrier that does not hold a certificate issued by the U.S. under [49 USC §41102](#).

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

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

**FOREIGN SERVICE OF THE UNITED STATES** (*Civilian Employee Only*). The Foreign Service as constituted under the Foreign Service Act of 1980 ([Public Law 96-465](#)).

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

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

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

#### GEOGRAPHICAL LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.

2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.

3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

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

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

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

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

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

#### **GOVERNMENT CONVEYANCE**

A. Includes:

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

B. Does not Include:

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

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

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief

petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

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

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

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

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

#### **GOVERNMENT MEAL RATE (GMR)**

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$9.90/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$11.55/day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2012 - 31 December 2012.

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

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

#### **GOVERNMENT QUARTERS (GOV'T QTRS)**

***NOTE: Privatized housing, of any style or type and in any location, is not GOV'T QTRS.***

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;

5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a **U.S. INSTALLATION** owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in DoD 4165.63-M, DoD Housing Management (<http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf>), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

**GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC).** The 'Best Value' cost the Government would have paid for Government-procured HHG transportation.

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST**.

**GOVERNMENT TRAVEL CHARGE CARD (GTCC).** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.*

**GROUP MOVEMENT**

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

**\*HELPING VERB FORMS.** The following usages apply:

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

**HIGHEST CONUS M&IE RATE.** Effective for travel by car ferry on/after 1 October 2009: \$71.

**HOME OF RECORD (HOR) (*Uniformed Member Only*)**

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS) (*Uniformed Member Only*)**. The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.
2. Weight Additive. See JFTR par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;

c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

d. Consumable goods for a member ordered to locations listed in APP F;

e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);

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

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

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:

(1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or

(2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68](#)

- Comp. Gen. 143 (1988));
- e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
  - f. HHG for resale, disposal or commercial use;
  - g. Privately owned live ammunition (B-130583, 8 May 1957);
  - h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.
6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
  - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
  - c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
    - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
    - (2) No storage is required, and
    - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

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

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

(and/or the associated trailer) of reasonable size, that can fit into a moving van);

f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);

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

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

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));

e. HHG for resale, disposal or commercial use;

f. Privately owned live ammunition ([B-130583, 8 May 1957](#)); and

g. Boats (other than those in 3f above); and

h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.
3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

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

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY.**

**INCIDENTAL EXPENSES.** See **PER DIEM.**

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

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

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

*NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.*

*NOTE 2: For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

**INDIVIDUALLY BILLED ACCOUNT (IBA).** See **GOVERNMENT TRAVEL CHARGE CARD**

**INVITATIONAL TRAVEL.** See **TRAVEL, INVITATIONAL.**

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**INITIAL ACTIVE DUTY TRAINING** (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT)** (*Uniformed Member Only*)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service directives.

**KEY BILLET** (*Uniformed Member Only*) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is
  - a. Joint Chiefs of Staff, PDUSD(P&R), or
  - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

**LAST DUTY STATION** (*Uniformed Member Only*). For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LIGHT REFRESHMENTS.** Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

**LOCALITY PER DIEM RATES.** Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office website](#).

**LODGING IN KIND** (*Uniformed Member Only*). Lodging provided by the GOV'T without cost to the member.

**LODGING-PLUS COMPUTATION METHOD.** The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

#### **MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a

Uniformed Services retiree.

2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

### **MILEAGE ALLOWANCE**

#### **A. Local and TDY Travel**

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2500.

#### **B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)**

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

### **MISCELLANEOUS CHARGE ORDER (MCO)**

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

**MISSING STATUS.** The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3120-D and JTR, par. C2203-D),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

### **MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:

- a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

#### MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605-B and JTR, par. C2505-B for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

#### OCONUS

- A. Locations outside the continental U.S. (CONUS).
- B. **Civilian Employee Only.** For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**OCONUS LOCALITY PER DIEM RATES.** For current per diem rates, see the [Defense Travel Management Office website](#).

**OFFICIAL STATION.** See **PERMANENT DUTY STATION**.

**OFFICER (*Uniformed Member Only*).** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

#### ORDER

- A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. A order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy-/coach-class transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

- a. Other than economy-/coach-class transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See AO.

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/ Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See OCONUS.

## PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is ***not*** covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. ***Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.***

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);
  - b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate,

reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an *OCONUS location*;
4. Telegrams and telephone calls necessary to reserve lodging;
5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
6. Potable water and ice (28 Comp. Gen. 627 (1949));
7. Tax and service charges on any of the expenses in items 2.;
8. Tax and service charges for meals or any of the expenses listed in item F.; and
9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2/day; or
  - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is *not a reimbursable expense* for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**PER DIEM, REDUCED.** See **REDUCED PER DIEM**.

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2146 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS)**. Also called **OFFICIAL STATION**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.
2. Geographic Limits. The PDS geographic limits are:
  - a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2146. See JFTR, par. U2146 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

(2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;

(3) Release from active duty;

(4) Discharge, resignation, or separation, all under honorable conditions; or

(5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

a. The corporate limits of the city or town in which stationed, or;

b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

#### PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

#### PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the

induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.***

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy-/coach-class airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

**POST OF DUTY.** *PDS* An OCONUS PDS.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes. *(continued on next page.....)*)

**UNIFORMED MEMBER ONLY:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when par. U5380-G applies if engine/transmission storage is required after HHG delivery to the

OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM-CLASS (OTHER THAN ECONOMY-/COACH-CLASS).** See **ACCOMMODATIONS**.

**PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

***NOTE: The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.***

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC)**

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR, par. U3415-B and JTR, par. C2102-B.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV)**

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. **CONUS**. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. **OCONUS**. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. **Leased Vehicle**. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

#### PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).
2. Privatized housing *is not*:
  - a. GOV'T QTRS,
  - b. GOV'T-controlled QTRS, nor
  - c. Private sector housing.

**PROCEED TIME (UNIFORMED MEMBER ONLY)**. A form of "administrative absence" (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e), which is authorized for members in certain PCS circumstances, as outlined in the referenced DoDI.

#### PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

- A. **General**. PBP&E is also referred to as PRO or PRO-Gear.
- B. **Exclusions**. Excluded from PBP&E are:
  1. Commercial products for sale/resale used in conducting business,
  2. Sports equipment; and
  3. Office furniture,
  4. Household furniture,
  5. Shop fixtures,
  6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

#### C. **MEMBER OR EMPLOYEE**

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).
2. The following items are PBP&E:
  - a. Reference material;
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
  - c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
  - d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
  - e. Individually owned or specially issued field clothing and equipment;
  - f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties;
  - g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers); and
  - h. GOV'T-or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

**D. MEMBER'S DEPENDENT SPOUSE**

1. General
  - a. This is *not* applicable to an *employee's* dependent spouse.
  - b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.
2. The following items are PBP&E:
  - a. Reference material,
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
  - c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
  - d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there

are known reductions in lodging and meal costs that can be determined in advance.

**RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER (UNIFORMED MEMBER ONLY).** See **ORDER**.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Lodging that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS**

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under JFTR, par. U1010-B.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:
    - (1) Office of the Secretary of Defense,

- (2) Washington Headquarters Services,
  - (3) Organization of the Joint Chiefs of Staff,
  - (4) Uniformed Services University of the Health Sciences,
  - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural directives issued under JTR, par. C1002.

**SECRETARY CONCERNED**

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

**SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY)**. See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY)**. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY)**. See **PERMANENT DUTY TRAVEL**.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY)**. Cost of maid service and fee for electricity.

**SERVICES**. See **UNIFORMED SERVICES**.

**SHORT DISTANCE MOVE**

A. **UNIFORMED MEMBER**

1. A move:
  - a. Involving HHG drayage or shipment for a short distance between residences;
  - b. To or from a NTS facility in the member's PDS area;

- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **CIVILIAN EMPLOYEE**. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV**. See **POV, SPARE PARTS**.

**SPECIAL CONVEYANCE**. Commercially rented or hired vehicles other than a POV and other than those owned or under contract to an agency.

**SPECIAL NEEDS**. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

**STANDARD CONUS PER DIEM RATE**. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates](#) (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), and
2. All CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE (GMR)**

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

**STORAGE IN TRANSIT (SIT)**

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES**. The same items as those included under **PER DIEM ALLOWANCE**.

**SUBSISTING OUT (UNIFORMED MEMBER ONLY)**. The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER (CIVILIAN EMPLOYEE ONLY)**. A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to [20 USC §901-907](#) in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) (CIVILIAN EMPLOYEE ONLY).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

**TEMPORARY DUTY (TDY)**

A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
  - d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
  - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
  - d. Special Circumstances Travel. See JTR, Ch 7.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to

travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES**

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.
2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.
3. *Does not* include:
  - a. Facilities used primarily for rest and recuperation purposes, or
  - b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES**

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

**TRANSOCEANIC TRAVEL**. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

**TRANSPORTATION**. The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES**. The costs related to transportation (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

**TRANSPORTATION, HHG**. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H and JTR, Part D) for TDY HHG transportation.

**TRANSPORTATION-IN-KIND**. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

**TRANSPORTATION, POV**

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST**. A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL**. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF (CIVILIAN EMPLOYEE ONLY)**. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR. When used ICW ‘travel allowances’, the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER**.

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler’s family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler’s home.

**TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the GOV’T or employed (under [5 USC §5703](#)) intermittently in the GOV’T’s service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV’T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

**TRAVEL MANAGEMENT CENTER (TMC)**

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

**TRAVEL MANAGEMENT SYSTEM (TMS).** ([FTR §301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the GOV’T.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and

- c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

**TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY).** A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)**

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2200 and JTR, par. C1060). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE (UB).** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER (UNIFORMED MEMBER ONLY).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.

2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour (DoDI 1315.18, par. E2.1.50).

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**UNUSUALLY ARDUOUS SEA DUTY (UNIFORMED MEMBER ONLY).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY).** All dates following the date an employee is separated from Federal Service.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

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

#### **U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,
  - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
  - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION**.

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** See **HOUSEHOLD GOODS-WEIGHT ADDITIVE**.

**YEARS OF SERVICE (UNIFORMED MEMBER ONLY).** Any service authorized to be credited in computation of basic pay under 37 USC §205.

**PART 1: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES**

A. Uniformed Service Member

1. A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

B. Civilian Employee

1. A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour – 1,250 lbs; 18-month tour – 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.
3. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156-A.
4. In no event may the total weight of HHG transported and/or stored at GOV'T expense exceed 18,000 pounds.
5. The 18,000 pounds includes the weight of HHG transported at GOV'T expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

D. Authorized Locations

<u>Country/City</u>	<u>Effective Date</u>
<b>Afghanistan</b>	
Kabul	
<b>Albania</b>	
Tirana	
<b>Algeria</b>	
Algiers	
<b>Angola</b>	
Luanda	
<b>Armenia</b>	
Yerevan	
<b>Azerbaijan</b>	
Baku	
<b>Bangladesh</b>	
Dhaka	

<u>Country/City</u>	<u>Effective Date</u>
<b>Belarus</b>	
Minsk	
<b>Benin</b>	
Cotonou	
<b>Bolivia</b>	
La Paz	
<b>Bosnia &amp; Herzegovina, Federation of</b>	
<b>Botswana</b>	
<b>Bulgaria</b>	
Sofia	
<b>Burkina Faso</b>	
Ouagadougou	
<b>Burma</b>	
Rangoon	
<b>Burundi</b>	
Bujumbura	
<b>Cambodia</b>	
Phnom Penh	
<b>Cameroon</b>	
Yaoundé	
<b>Cape Verde</b>	
Praia	
<b>Central African Republic</b>	
Bangui	
<b>Chad</b>	
N'Djamena	
<b>China</b>	
Beijing	
Chengdu	
Guangzhou	
Shanghai	
Shenyang	
<b>Congo, Democratic Republic of the</b>	
Brazzaville	
Kinshasa	
<b>Cote d'Ivoire</b>	
Abidjan	
<b>Cuba</b>	
Havana	
<b>Cyprus</b>	
Nicosia	

<u>Country/City</u>	<u>Effective Date</u>
<b>*Czech Republic</b>	
*Vyskov	
<b>Djibouti</b>	
<b>East Timor</b>	
<b>Ecuador</b>	
Quito	
<b>Equatorial Guinea</b>	
Malabo	
<b>Eritrea</b>	
Asmara	
<b>Estonia</b>	
<b>Ethiopia</b>	
Addis Ababa	
<b>Fiji</b>	
Suva	
<b>Gabon</b>	
Libreville	
<b>Georgia</b>	
Tbilisi	
<b>Ghana</b>	
Accra	
<b>Grenada</b>	
St. George's	
<b>Guinea</b>	
Conakry	
<b>Guyana</b>	
Georgetown	
<b>Haiti</b>	
<b>India</b>	
Calcutta	
Chennai	
Mumbai	
New Delhi	
<b>Indonesia</b>	
<b>Ivory Coast (See Cote d'Ivoire)</b>	
<b>Kazakhstan</b>	
Almaty (Alma-Ata)	
Astana (Aqmola)	
<b>Kenya</b>	
<b>Kyrgyzstan</b>	
Bishkek	

<u>Country/City</u>	<u>Effective Date</u>
<b>Kosovo</b>	
Pristina	
<b>Laos</b>	
<b>Latvia</b>	
Riga	
<b>Liberia</b>	
Monrovia	
<b>Libya</b>	
Tripoli	
<b>Lithuania</b>	
Vilnius	
<b>Macedonia, the Former Yugoslav Republic of</b>	
Skopje	
<b>Madagascar</b>	
Antananarivo	
<b>Malawi</b>	
Lilongwe	
<b>Mali</b>	
Bamako	
<b>Mauritania</b>	
Nouakchott	
<b>Micronesia</b>	
Kolonia	
<b>Moldova</b>	
<b>Mongolia</b>	
Ulaanbaatar	
<b>Montenegro</b>	
Podgorica	
<b>Mozambique</b>	
Maputo	
<b>Namibia</b>	
Windhoek	24 Jan 2012
<b>Nepal</b>	
Kathmandu	
<b>Nicaragua</b>	
Managua	
<b>Niger</b>	
Niamey	
<b>Nigeria</b>	
Abuja	
Lagos	

**APP F: Consumable Goods Allowances (JFTR/JTR)**  
**Part 1: Locations Having Consumable Goods Allowances**

**Appendix F1**

<u>Country/City</u>	<u>Effective Date</u>
<b>Norway</b>	
Bodo	
<b>Muscat</b>	
<b>Pakistan</b>	
Islamabad	
Quetta	
<b>Philippines</b>	
Manila	
<b>Poland</b>	
*Bydgoszcz	
*Szczecin	
Warsaw	
<b>Romania</b>	
Bucharest	
<b>Russia</b>	
Moscow	
St. Petersburg	
Vladivostok	
Yekaterinburg	
<b>Rwanda</b>	
Kigali	
<b>Senegal</b>	
<b>Serbia</b>	
Belgrade	
<b>Sierra Leone</b>	
Freetown	
<b>*Slovakia</b>	
*Trencin	
<b>Somalia</b>	
Mogadishu	
<b>Sri Lanka</b>	
Colombo	
<b>Sudan</b>	
Khartoum	
<b>Suriname</b>	
Paramaribo	
<b>Syria</b>	
Damascus	
<b>Tajikistan</b>	
Dushanbe	

**APP F: Consumable Goods Allowances (JFTR/JTR)**  
**Part 1: Locations Having Consumable Goods Allowances**

<u>Country/City</u>	<u>Effective Date</u>
<b>Tanzania</b>	
Dar es Salaam	
<b>Togo</b>	
Lome	
<b>Turkmenistan</b>	
Ashgabat	
<b>Uganda</b>	
Kampala	
<b>Ukraine</b>	
Kiev	
<b>Uzbekistan</b>	
Tashkent	
<b>Venezuela</b>	
Caracas	
<b>Vietnam</b>	
<b>Yemen</b>	
Sanaa	
<b>Zaire (See Congo, Democratic Republic of the)</b>	
<b>Zambia</b>	
Lusaka	
<b>Zimbabwe</b>	

**\*SECTION A: 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS FOR A  
MEDICAL DISABILITY/SPECIAL NEED REASON**

\*It is DoD policy (JFTR, par. U2110-J/JTR, par. C2110-J) that 'other than economy/coach' accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the 'other than economy/coach' AO in advance of travel. This requirement is in the JTR and JFTR. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

\*A traveler who requests 'other than economy/coach' accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required 'other than economy/coach' authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate 'other than economy/coach' AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for 'other than economy/coach' transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy/coach-class airfare.*

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## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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

#### T4000 INTRODUCTION

A. Application. In this APP:

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

B. Common TDY Travel Types. This APP:

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

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

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

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

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

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

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

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

#### T4010 REIMBURSEMENT RATE

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

#### T4020 TDY TRAVEL POLICY

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

#### B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.

3. It is *mandatory* that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

\*a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (***NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.***),

b. Must use economy-/coach-class for all official GOV'T funded travel, unless other than economy-/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:

(1) Medical reasons – See JFTR, par. U2000-A2c/JTR, par. C2000-A2c, or

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

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

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

c. Seat Relinquishing

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

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

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

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

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

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

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

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

2. Service Issuances. DoD COMPONENT/Service issuances address CTO use.

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

a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning

CTO use (par. T4005).

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

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

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

#### B. Requirements

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

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

b. In-house travel offices.

2. All travel arrangements must be made IAW:

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

b. Service issuances.

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

#### D. Transportation Reimbursement

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

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

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

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

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

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

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

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

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

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

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

#### D. GOV'T Transportation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 3. Civilian Employee

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

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

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

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

e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated.

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

g. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A9 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

### 4. Commercial Lodging Reimbursement

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

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

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

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

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

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

5. Lodging with a Friend or Relative

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

b. Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

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

***NOTE 3:*** A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. GSBCA 16652-TRAV, 26 August 2005.

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

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

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

b. Allowable Expenses When a Residence is Purchased and Used for TDY Lodging:

**Civilian Federal Employees** – IAW FTR 301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see JTR, pars. C4555-D and C4555-E.

**Uniformed Service Members** – reimbursement for mortgage interest and property taxes under this paragraph is not allowed under orders issued on/after 1 January 2012. ***Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 201 (including a recreational vehicle) may not be reimbursed.*** For Uniformed Service Members under orders that were issued before 1 January 2012 who purchased a dwelling before 1 January 2012, reimbursement may be claimed until the order expires to include all extensions to the existing order, limited to the following conditions:

Allowable expenses are the monthly:

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

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

**NOTE:** *A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. [GSBCA 16699-TRAV, 17 August 2005](#).*

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

8. **On-Line Booking Tool.** Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. ***Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

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

9. Eating

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

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

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

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

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

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

***NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.***

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

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

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

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

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

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

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

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

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

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

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

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

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount, a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

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

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

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

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

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

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

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

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

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

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

6. Joint Task Force Operations TDY Options

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

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

2/ Discount Meal Rate = Food costs only.

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

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

D. Lodging Overnight Not Required

1. Transportation

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

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

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

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RC with a critical staffing shortage; or

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

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

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

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

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

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

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

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

2. Table 2 - Active Duty without Pay

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

**FOOTNOTES  
(Tables 1 and 2)**

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

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

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

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

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

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

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

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

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

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

**FOOTNOTES**  
(Table 3)

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

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

1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

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

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

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

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll-free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

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

#### C. After the Traveler Returns

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

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

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

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

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

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

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

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

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

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

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

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

## T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

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

#### 1. Transportation

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

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

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

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

***NOTE 2: Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***

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

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

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

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

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

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

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

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

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.*** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

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

**T4070 TDY GLOSSARY**

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

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

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APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

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

E. Authorized FEML Locations/Destinations

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

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Brazil			
Brasilia	SOUTHCOM	Miami	15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
Beijing	PACOM	Honolulu	15 Feb 2013
Shanghai ( <i>eff. 8 Jul 2011</i> )	PACOM	Honolulu	7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana ( <i>for USCG uniformed members only</i> )	USCG	Miami	31 Jan 2014
Cyprus, Nicosia	EUCOM	Baltimore	<b>31 Oct 2011</b>
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	<b>31 Oct 2011</b>
Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012
Fiji, Suva	PACOM	Honolulu	15 Feb 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	27 May 2012
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
Greece			
Athens	EUCOM	Baltimore	<b>31 Oct 2011</b>
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule 1/	EUCOM	Baltimore	27 May 2012
Guatemala, Guatemala City	SOUTHCOM	Miami	15 Jun 2013
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	15 Jun 2013
Haiti, Port au Prince	SOUTHCOM	Miami	15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India			
Hyderaba ( <i>eff 8 Jul 2011</i> )	PACOM	Honolulu	7 Jul 2013
New Delhi	PACOM	Honolulu	15 Feb 2013
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq ( <i>eff 2 May 2011</i> )	*CENTCOM	Baltimore	1 May 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
Kosovo, Pristina ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
Laos, Vientiane	PACOM	Honolulu	7 Jul 2013
Latvia, Riga	EUCOM	Baltimore	<b>31 Oct 2011</b>
Lebanon, Beirut	CENTCOM	Baltimore	1 May 2013
Liberia, Monrovia ( <i>eff 12 Sep 2008</i> )	AFRICOM	Baltimore	27 May 2012

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	<b>31 Oct 2011</b>
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	<b>31 Oct 2011</b>
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	27 May 2012
Malaysia, Kuala Lumpur	PACOM	Sydney	15 Feb 2013
Mali, Bamako	AFRICOM	Washington Dulles International Airport	27 May 2012
Malta, Valletta ( <i>eff 29 Sep 2010</i> )	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	<b>31 Oct 2011</b>
Mongolia, Ulaanbaatar	PACOM	San Francisco	15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	<b>31 Oct 2011</b>
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	27 May 2012
Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	15 Feb 2013
Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
*Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Romania			
Bucharest	EUCOM	Baltimore	21 Jul 2013
Oradea ( <i>eff 22 Jul 2011</i> )	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	<b>31 Oct 2011</b>
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown ( <i>eff 18 Apr 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum ( <i>eff 18 April 2011</i> )	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
Thailand, JUSMAGTHAI ( <i>eff 21 Jan 2009</i> )			
Bangkok	PACOM	Honolulu	15 Feb 2013
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012

<b>Authorized FEML Location</b>	<b>Command</b>	<b>Authorized Destination</b>	<b>Re-certification Due Date</b>
Turkey, Ankara	EUCOM	Baltimore	<i>31 Oct 2011</i>
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
Ukraine, Kiev	EUCOM	Baltimore	<i>31 Oct 2011</i>
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012

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

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