

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**CHANGE 313****1 JANUARY 2013**

- 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 January 2013 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)

FRANCINE BLACKMON
Deputy Assistant Secretary of the Air Force
(Air Force Management Integration)

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

MICHAEL S. DEVANY
RADM, NOAA
Director, NOAA Corps

SCOTT F. GIBERSON
RADM, USPHS
Director, DCCPR

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

MAP 126-12(E)/CAP 111-12(E) -- Inactive Duty Training Outside Normal Commute, Mileage and Permanent Authority. Changes the reimbursement for the actual cost of gas and oil to a mileage allowance and authorizes the authority to pay IDT outside the normal commuting distance IAW 37 USC §452(b)(9). Affects pars. U2600-A, and U7160.

MAP 133-12(E) -- ERD for Official Situations from Foreign Location Only. Limits early return of dependents for official situations from a foreign location only to match DoDI 1315.18, Procedures for Military Personnel Assignments, January 12, 2005, par. E4.5.1. Affects par. U5900-B.

MAP 137-12(E) -- Emergency Leave Location. Clarifies that for FEML travel from an OCONUS PDS the law (37 USC 481d) states the closest CONUS port of entry to the OCONUS PDS is THE basis of cost construction. Affects par. U7205-C4b(1)(a).

MAP 139-12(E)/CAP 120-12(E) -- Delete Packer Services as Reimbursable Expense. Removes 'packer services' from the list of reimbursable expenses in APP G as "packer horses/mules" are no longer used or necessary.

MAP 152-12(I) -- Update References and Align JFTR/JTR Language. Updates references in JFTR, par. U4326-B and U4800-E2a(2) incident to the rewrite of JFTR Chs 1-3 and aligns JFTR/JTR language where policy is the same.

MAP 153-12(I)/CAP 129-12(I) -- Reference Maintenance – APP G. Corrects the references and hyperlinks throughout JFTR/JTR, APP G.

MAP 154-12(I) -- Reference Maintenance – Ch 7. Corrects the references and hyperlinks throughout JFTR, Ch 7.

MAP 155-12(I) -- Tour Length – ODC in New Delhi, India. Increases the Tour Length for Military Personnel Assigned to the Office of Defense Cooperation (ODC), New Delhi, India per OUSD Memo of 8 November 2012. Affects APP Q1.

MAP 156-12(I)/CAP 131-12(I) -- DoD/DoS MOA Date Correction. Reinserts 14 July 1998 as the effective date for the [Memorandum of Agreement](#) in Chs 6, JFTR/JTR. Affects par. U6003

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 313

1 JANUARY 2013

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 A	306	306	306	306	306	306	306	306	306	305	302	302	302	
Part B	305	305	305	305	305	305	305	305	305	305	302	302	302	
Part C	308	308	308	308	308	308	303	303	303	303	303	303	302	
Part D	302	302	302	302	302	302	302	302	302	302	302	302	302	
Part E	302	302	302	302	302	302	302	302	302	302	302	302	302	
Part X	302	302	302	302	302	302	302	302	302	302	302	302	302	
Part Z	302	302	302	302	302	302	302	302	302	302	302	302	302	
Chapter 2														
TOC	310	310	310	310	304	304	304	304	304	304	304			
Part A	312	312	307	307	307	307	307	304	304	304				
Part B	312	312	310	310	308	308	305	305	305	304				
Part C	311	311	311	304	304	304	304	304	304	304				
Part D	304	304	304	304	304	304	304	304	304	304				
Part E	304	304	304	304	304	304	304	304	304	304				
Part F	309	309	309	309	309	304	304	304	304	304				
Part G	312	312	304	304	304	304	304	304	304	304				
Part H	304	304	304	304	304	304	304	304	304	304				
Part I	313	311	311	306	306	306	306	306	304	304				
Part J	304	304	304	304	304	304	304	304	304	304				
Part K	304	304	304	304	304	304	304	304	304	304				
Part L	304	304	304	304	304	304	304	304	304	304				
Chapter 3														
TOC	304	304	304	304	304	304	304	304	304	304				
Part A1	312	312	308	308	308	308	304	304	304	304				
Part A2	312	312	308	308	308	308	304	304	304	304				
Part B	312	312	310	310	304	304	304	304	304	304				
Part C	312	312	311	304	304	304	304	304	304	304				
Part D	312	312	311	304	304	304	304	304	304	304				
Part E	304	304	304	304	304	304	304	304	304	304				
Part F	312	312	305	305	305	305	305	305	305	305				
Part G	305	305	305	305	305	305	305	305	305	305				
Part H	305	305	305	305	305	305	305	305	305	305				
Part I	304	304	304	304	304	304	304	304	304	304				

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TOC	311	311	311	310	304	304	304	304	304	304	300	300	300	300
Part A	306	306	306	306	306	306	306	306	297	297	297	297	297	297
Part B	312	312	311	310	309	308	307	306	305	304	303	302	301	300
Part C	305	305	305	305	305	305	305	305	305	304	302	302	299	299
Part D	312	312	305	305	305	305	305	305	305	304	295	295	295	295
Part E	302	302	302	302	302	302	302	302	302	302	302	302	265	265
Part F	311	311	311	292	292	292	292	292	292	292	292	292	292	292
Part G	305	305	305	305	305	305	305	305	305	299	299	299	299	299
Part H	305	305	305	305	305	305	305	305	305	300	300	300	300	300
Part I	313	302	302	302	302	302	302	302	302	302	302	302	299	299
Part K	311	311	311	308	308	308	304	304	304	304				
Chapter 5														
TOC	311	311	311	300	300	300	300	300	300	300	300	300	300	300
Part A	311	311	311	276	276	276	276	276	276	276	276	276	276	276
Part B1	278	278	278	278	278	278	278	278	278	278	278	278	278	278
Part B2	303	303	303	303	303	303	303	303	303	303	303	303	299	299
Part B3	303	303	303	303	303	303	303	303	303	303	303	303	299	299
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	312	312	299	299	299	299	299	299	299	299	299	299	299	299
Part B7	311	311	311	300	300	300	300	300	300	300	300	300	300	300
Part B8	310	310	310	310	299	299	299	299	299	299	299	299	299	299
Part B9	312	312	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	299	299	299	299	299	299	299
Part C3	303	303	303	303	303	303	303	303	303	303	303	303	299	299
Part C4	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part C5	299	299	299	299	299	299	299	299	299	299	299	299	299	299
Part C6	310	310	310	310	307	307	307	302	302	302	302	302	300	300
Part C7	299	299	299	299	299	299	299	299	299	299	299	299	299	299
Part D1	308	308	308	308	308	308	294	294	294	294	294	294	294	294
Part D2	305	305	305	305	305	305	305	305	305	300	300	300	300	300
Part D3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D4	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D5	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part D6	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D7	307	307	307	307	307	307	307	283	283	283	283	283	283	283
Part D8	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D9	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D10	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part D11	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D12	289	289	289	289	289	289	289	289	289	289	289	289	289	289
Part E1	303	303	303	303	303	303	303	303	303	303	303	303	300	300
Part E2	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part F	305	305	305	305	305	305	305	305	305	283	283	283	283	283
Part G1	307	307	307	307	307	307	307	300	300	300	300	300	300	300
Part G2	302	302	302	302	302	302	302	302	302	302	302	302	300	300
Part G3	302	302	302	302	302	302	302	302	302	302	302	302	300	300
Part H	311	311	311	302	302	302	302	302	302	302	302	302	301	300
Part I	300	300	300	300	300	300	300	300	300	300	300	300	300	300

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Part J	313	300	300	300	300	300	300	300	300	300	300	300	300	300
Part R	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Chapter 6														
TOC	309	309	309	309	309	300	300	300	300	300	300	300	300	300
Part A1	313	309	309	309	309	307	307	301	301	301	301	301	301	299
Part A2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part A3	301	301	301	301	301	301	301	301	301	301	301	301	301	299
Part A4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	301	301	301	301	301	301	301	301	301	301	301	301	301	286
Part B1	307	307	307	307	307	307	307	301	301	301	301	301	301	293
Part B2	307	307	307	307	307	307	307	265	265	265	265	265	265	265
Part B3	309	309	309	309	309	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	301	301	301	301	301	301	301	266
Chapter 7														
TOC	311	311	311	300	300	300	300	300	300	300	300	300	300	300
Part A	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part B	306	306	306	306	306	306	306	306	301	301	301	301	301	283
Part C	306	306	306	306	306	306	306	306	286	286	286	286	286	286
Part D	313	306	306	306	306	306	306	306	282	282	282	282	282	282
Part E	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part F1	306	306	306	306	306	306	306	306	283	283	283	283	283	283
Part F2	311	311	311	302	302	302	302	302	302	302	302	302	301	283
Part F3	283	283	283	283	283	283	283	283	283	283	283	283	283	283
Part G	313	306	306	306	306	306	306	306	302	302	302	302	301	299
Part H1	313	311	311	308	308	308	307	306	303	303	303	302	301	300
Part H2	313	301	301	301	301	301	301	301	301	301	301	301	301	288
Part I	313	310	310	310	306	306	306	306	301	301	301	301	301	286
Part J	313	312	306	306	306	306	306	306	301	301	301	301	301	300
Part K	313	301	301	301	301	301	301	301	301	301	301	301	301	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	306	306	306	306	306	306	306	306	288	288	288	288	288	288
Part O	306	306	306	306	306	306	306	306	289	289	289	289	289	289
Part P	306	306	306	306	306	306	306	306	301	301	301	301	301	290
Part Q	313	306	306	306	306	306	306	306	301	301	301	301	301	294
Part R	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part S	313	306	306	306	306	306	306	306	293	293	293	293	293	293
Part T	313	306	306	306	306	306	306	306	301	301	301	301	301	294
Part U	313	306	306	306	306	306	306	306	305	301	301	301	301	294
Part V	313	301	301	301	301	301	301	301	301	301	301	301	301	298
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
Part Y	313	306	306	306	306	306	306	306	301	301	301	301	301	292
Chapter 8														
TOC	280	280	280	280	280	280	280	280	280	280	280	280	280	280
Ch 8	312	312	302	302	302	302	302	302	302	302	302	302	292	292
Chapter 9														
TOC	300	300	300	300	300	300	300	300	300	300	300	300	300	300

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Part A	302	302	302	302	302	302	302	302	302	302	302	302	290	290
Part B	302	302	302	302	302	302	302	302	302	302	302	302	280	280
Part C1	302	302	302	302	302	302	302	302	302	302	302	302	300	300
Part C2	302	302	302	302	302	302	302	302	302	302	302	302	301	264
Part C3	302	302	302	302	302	302	302	302	302	302	302	302	264	264
Part C4	302	302	302	302	302	302	302	302	302	302	302	302	293	293
Part C5	302	302	302	302	302	302	302	302	302	302	302	302	264	264
Part C6	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part C7	302	302	302	302	302	302	302	302	302	302	302	302	299	299
Part D	302	302	302	302	302	302	302	302	302	302	302	302	290	290
Chapter 10														
TOC	311	311	311	300	300	300	300	300	300	300	300	300	300	300
Part A	311	311	311	309	309	308	305	305	305	303	303	302	299	299
Part B	309	309	309	309	309	308	302	302	302	302	302	302	299	299
Part C	307	307	307	307	307	307	307	300	300	300	300	300	300	300
Part D	311	311	311	302	302	302	302	302	302	302	302	302	301	293
Part E1	302	302	302	302	302	302	302	302	302	302	302	302	293	293
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	311	311	311	302	302	302	302	302	302	302	302	302	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	302	302	302	302	302	302	302	302	291	291
Part E9	305	305	305	305	305	305	305	305	305	284	284	284	284	284
Part E10	303	303	303	303	303	303	303	303	303	303	303	302	299	299
Part E11	302	302	302	302	302	302	302	302	302	302	302	302	276	276
Part E12	291	291	291	291	291	291	291	291	291	291	291	291	291	291
Part E13	302	302	302	302	302	302	302	302	302	302	302	302	288	288
Appendix A														
Part 1	312	312	308	308	308	308	306	306	305	303	303	302	301	298
Part 2	308	308	308	308	308	308	297	297	297	297	297	297	297	297
Appendix F														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	308	308	308	308	308	308	305	305	305	303	303	289	289	289
Part 2	303	303	303	303	303	303	303	303	303	303	303	275	275	275
Appendix G														
APP G	313	312	311	310	309	300	300	300	300	300	300	300	300	300
Appendix H														
TOC	304	304	304	304	304	304	304	304	304	304	290	290	290	290
Part 1	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 2A	306	306	306	306	306	306	306	306	286	286	286	286	286	286
Part 2B	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 2C	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3A	289	289	289	289	289	289	289	289	289	289	289	289	289	289
Part 3B	308	308	308	308	308	308	292	292	292	292	292	292	292	292
Part 4A	305	305	305	305	305	305	305	305	305	286	286	286	286	286
Part 4B	304	304	304	304	304	304	304	304	304	304	286	286	286	286
Part 4C	304	304	304	304	304	304	304	304	304	304				
Part 5A	289	289	289	289	289	289	289	289	289	289	289	289	289	289
Part 5B	289	289	289	289	289	289	289	289	289	289	289	289	289	289

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Appendix J														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part 2	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part 3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Appendix K														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
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
Appendix M														
APP M	293	293	293	293	293	293	293	293	293	293	293	293	293	293
Appendix N														
TOC	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Part 1	303	303	303	303	303	303	303	303	303	303	303	275	275	275
Part 2	308	308	308	308	308	308	307	294	294	294	294	294	294	294
Appendix O														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
APP O	311	311	311	305	305	305	305	305	305	303	303	302	301	300
Appendix P														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 2	302	302	302	302	302	302	302	302	302	302	302	302	292	292
Appendix Q														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	313	309	309	309	309	303	303	303	303	303	303	301	301	300
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	309	309	309	309	309	300	300	300	300	300	300	300	300	300
Part 4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Appendix R														
TOC	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 1	287	287	287	287	287	287	287	287	287	287	287	287	287	287
Part 2	303	303	303	303	303	303	303	303	303	303	303	292	292	292
Appendix S														
APP S	312	312	310	310	309	306	306	306	305	300	300	300	300	300
Appendix T														
TOC	284	284	284	284	284	284	284	284	284	284	284	284	284	284
APP T	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Appendix U														
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Appendix V														
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Appendix W														
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PART I: MILEAGE AND MALT RATES

U2600 TDY & LOCAL TRAVEL

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

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	\$1.31	17 Apr 2012
Automobile (If no GOV is available)	\$0.555	17 Apr 2012
Motorcycle	\$0.525	17 Apr 2012
<u>*Other Mileage Rate.</u> Applies when: *1. A POC is used instead of a GOV'T furnished vehicle (if a GOV is available) when GOV'T furnished vehicle use is to the GOV'T's advantage; and *2. IDT outside normal commute IAW par. U7160.	\$0.23	17 Apr 2012

B. Non Motorized Transportation Mode

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

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

D. POC Use Instead of GOV. See par. U4945 for POC use instead of a GOV.

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

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

B. MALT Rate

1. *Effective 1 January 2012*, the MALT rate per authorized POC is \$.23/mile. The MALT rate in effect from 1 July – 31 December 2011 was \$.235/mile.
2. The \$.23/mile rate is effective for all PCS travel that commences on or after 1 January 2012 (i.e., the initial travel is started).

3. PCS travel that commenced prior to 1 January 2012 must be paid at the old rate (\$.235/mile) even if the travel was not completed until after 1 January 2012.
4. Par. U5015 clarifies general information and reimbursement ICW MALT.
5. Regardless of the POC type used (except in par. U2615), this is the PCS travel MALT rate. See par. U2650 for official distance determination.
6. See par. U5105-B if there is more than one authorized traveler in a POC.

U2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

- A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times .62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).
- B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

U2615 SELF PROPELLED MOBILE HOME

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

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

U4800 DEFINITIONS

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

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command or an existing JTF (as defined by [Joint Publication 1-02](#), DoD Dictionary of Military and Associated Terms). For this Part, the definition also includes the Coast Guard.

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or COCOM Commander's mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy (APP A1, CONTINGENCY OPERATIONS).

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

E. TDY Options

NOTE: See par. U1245 for continuation of the IE portion of the TDY per diem for a "hospitalized member," as defined under the OUSD(P&R) Memorandum, 15 May-08 and [DoDFMR, Volume 7A, Ch 13](#).

1. General

a. The COCOM/JTF Commander:

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

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

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

- (1) Not located in the COCOM's/JTF's AOR, but who are operating in a support capacity, or

(2) Are located in the COCOM's/JTF's AOR, but are not part of the COCOM /JTF.

2. Regular TDY

a. General. For regular TDY a member:

* (1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days at any one location. Par. U2230-C provides guidance on exceptions and waiver authority to the 180 day limit;

(2) Is reimbursed for lodging, M&IE in Ch 4, Part B or par. U4800-E2b; and

(3) Receiving the GMR while TDY to a COCOM/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes for par. U4151-B4 (e.g., if a TDY member travels from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). ***NOTE: GMR and the \$3.50 incidental rate do not apply on days the member is traveling into/out of an AOR.***

b. Temporary Dining Facilities – COCOM or JTF

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

(a) \$5 in CONUS, or

(b) The applicable [locality IE rate](#) or \$3.50 OCONUS when the COCOM/JTF commander determines \$3.50 to be adequate.

(2) If the member's statement is accepted to support increased per diem for a missed meal at a COCOM's/JTF's temporary dining facility, the PMR is authorized for that day (pars. U4149-C and U4151-C).

(3) If a COCOM/JTF member outside the AOR or en route to the AOR pays the meal rate IAW the DoDFMR, Volume 12, Ch 19 at http://comptroller.defense.gov/fmr/12/12_19.pdf, reimbursement is IAW Ch 4, Part B.

c. Operational Deployment. A member on an operational deployment is on "regular" TDY (exceptions for exercises, see par. U4800-E4).

3. Essential Unit Messing (EUM). EUM may be used for operational deployments when the following circumstances apply:

a. EUM may be required in a command/organizational unit when it:

(1) Enhances operational readiness,

(2) Enhances the conduct of military operations, or

(3) Is necessary for the effective conduct of training.

b. Designation of EUM is not applied to individual service members, but is applied to:

(1) Organizational units,

- (2) Operational elements, or
 - (3) Detachments.
 - c. The member is provided GOV'T QTRS, and to maintain unit readiness, is required to use a GOV'T dining facility/mess.
 - d. The member is paid only the incidental portion of the daily M&IE rate.
4. Field Duty. During field duty (APP A1, FIELD DUTY) the member is:
- a. Subsisted in a GOV'T dining facility/mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.
 - b. Furnished GOV'T QTRS or quartered in accommodations ordinarily associated with field exercises.
 - c. Not paid per diem since everything, the cost of which is ordinarily reimbursed by per diem, is furnished at no additional cost to the member, i.e., at no cost that exceeds that which the member would normally incur at the PDS.

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

TABLE 1			
JOINT TASK FORCE OPERATIONS TDY OPTIONS			
<u>SUBSIST ASHORE</u>			
TDY Option	Subsistence	Per Diem	Remarks
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	GOV'T QTRS and GOV'T Meals - Permanent U.S. INSTALLATION	Lodging and M&IE	Member Pays for Lodging and GMR Full Meal Rate 1/ for GOV'T Meals
	GOV'T QTRS and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facility/Mess Established for JTF Operation	Lodging and M&IE	Member Pays for Lodging and for GOV'T Meals at GMR Discount Meal Rate 2/
	GOV'T QTRS and Commercial Meals	Lodging and M&IE	Member Pays for Lodging and Meals
	Commercial QTRS and GOV'T Meals (In the AOR only)	Lodging and M&IE	Member Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T QTRS and GOV'T Meals Use is Essential for Training and Readiness Purposes	IE	
Field Duty	GOV'T QTRS, M&IE Provided	None	
<u>SUBSIST ABOARD GOV'T VESSEL 3/</u>			
TDY	GOV'T QTRS and GOV'T Meals	None	
<u>FOOTNOTES:</u>			
1/ GMR Full Meal Rate = Food costs plus operating expenses.			
2/ GMR Discount Meal Rate = Food costs only.			
3/ Member/employee deployed who is ordered to subsist ashore ("Subsist Ashore" (above table) for order type and payment guidelines.)			

NOTE: *BAS, [DoDFMR, Volume 7A, Ch 25](#); or Coast Guard, [COMDTINST M7220.29 \(series\), Ch 3](#).*

PART J: EARLY RETURN OF DEPENDENT

U5900 DEPENDENT TRAVEL

NOTE: *Par. U5905 for HHG transportation ICW early return of a dependent(s).*

A. **General** Par. U5900 covers situations in which dependent(s) early return travel under certain circumstances, before the member's PCS, is in the GOV'T's best interest. An order for dependent travel under par. U5900 must cite the specific paragraph (par. U5900-B, U5900-C, or U5900-D) under which the travel is authorized. The dependent must begin travel under par. U5900-B, U5900-C, or U5900-D before official notice of a PCS from the OCONUS PDS is given to the member ([DODI 1315.18, par. E4.5.5](#)). ***Discussion or negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.*** See Ch 6 for dependent evacuation travel.

B. Official Situations

*1. When a command-sponsored dependent of a member stationed in a foreign country becomes involved in an incident that:

- a. Is embarrassing to the U.S.; or
- b. Is prejudicial to the command's order, morale, and discipline; or
- c. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations.

2. Dependent Travel Authorized to a Designated Place. When it is determined that a par. U5900-B1 situation exists, dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign born to a designated place in the dependent's native country. While a member serves an OCONUS dependent restricted tour, the dependent who was command sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign born dependent who moved at GOV'T expense to the spouse's native country (par. U5222-D1d), are eligible for dependent travel and transportation allowances under par. U5900-B, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. U5900-B1c. A dependent described in par. U5900-B1a and U5900-B1b may not be again moved at GOV'T expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT. If the dependent(s) returns at personal expense and again is command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS. Dependent travel and transportation under par. U5900-B is in addition to, and has no affect on, the authority for dependent travel and transportation allowances the member may have on the next PCS order effective date ([40 Comp. Gen. 554 \(1961\)](#)). The Secretary Concerned may delegate the par. U5900-B authority:

- a. To the headquarters that directs the Service's dependent transportation policies or procedures for travel to a foreign born dependent's native country, or
- b. To an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned for CONUS or non-foreign OCONUS designated places.

C. National Interest

1. Dependent Travel Authorized to a Designated Place. When the Secretary Concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for a command sponsored dependent(s) from the OCONUS area to a designated place, or, if the dependent(s) is foreign born, to

a destination in the dependent's native country.

2. Subsequent Authority. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of a dependent(s) from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. U5201-A is authorized dependent travel and transportation allowances from the designated place (or foreign OCONUS location) to the current PDS to which dependent travel is authorized.

D. Personal OCONUS Situations, Including Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General

a. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command sponsored dependent(s) may be authorized through the Secretarial Process under par. U5900-D to a:

- (1) designated place in the CONUS or in a non-foreign OCONUS area, or,
- (2) if the dependent is foreign born, to a designated place in the dependent's native country.

b. A command sponsored dependent, of a member serving an OCONUS dependent restricted tour, is eligible for travel and transportation allowances under par. U5900-D, if the dependent:

- (1) Remained at the member's old OCONUS PDS after the member's PCS, or
- (2) Is foreign born and moved at GOV'T expense to the spouse's native country.

c. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under par. U5900-D when the circumstances in par. U5900-D2h apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.

d. Travel under pars. U5900-D2e and U5900-D2h, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.

e. Early return of a dependent(s) may be approved, when return travel is for the reasons in pars. U5900-D2b and U5900-D2e ([B-195708, 17 October, 1979](#)).

f. Except for travel for the reasons in pars. U5900-D2b and U5900-D2e, when a dependent travels without an order under circumstances described in par. U5900, no reimbursement for such travel is authorized even though an order is later issued under par. U5905-C4 ([B-157765, 15 November, 1965](#)).

2. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under par. U5900-D are limited to the following:

a. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's wellbeing;

b. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependent(s) requires, in the opinion of the authorizing/approving authority, that the minor dependent(s) be transported to a place at which proper care may be maintained;

c. Educational facilities or housing for dependent(s) is inadequate. A statement from the AO that the

inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependent(s) began to travel to the member's OCONUS PDS is required. ([B-156558, 25 June 1965](#); [47 Comp. Gen. 151 \(1967\)](#); and [57 id. 343 \(1978\)](#));

d. Conditions in an OCONUS theater are such that, although the evacuation of a dependent(s) is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and wellbeing. Such determinations must be made by the COCOM Commander and considering the recommendation of the Service concerned major commander in the area. (***Determination authority may be delegated no lower than general/flag officer rank in the respective COCOM Commander's headquarters.***);

e. ***This circumstance must be evidenced by the authorizing/approving official's statement and must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978)).*** The best interests of a member, and/or the dependent(s), and/or the GOV'T are served by the movement of one or more dependents because of:

(1) Compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature; or

(2) Other situations which have an adverse effect on the member's performance of duty.

f. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) Such early return is in the best interest of the member, or dependent(s), and the U.S.;

h. A member is:

(1) Sentenced by a court martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) Sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) Discharged OCONUS under other than honorable conditions;

(4) Returned to CONUS for discharge under other than honorable conditions;

(5) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) Serving OCONUS and is transferred to a different ship or station to await trial by court martial as a deserter or straggler;

(8) Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) Convicted by a court martial and placed on leave involuntarily while awaiting completion of appellate review ([63 Comp. Gen. 135 \(1983\)](#)).

i. In each circumstance above, it must be shown that dependent travel is in the GOV'T's best interest. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of a dependent(s) under par. U5900-D2 must be employed judiciously; it is a last resort.*** The Secretary Concerned may delegate the authority in par. U5900-D2 to:

(1) The headquarters that directs the Service dependent transportation policies or procedures for travel to a foreign born dependent's native country, or

(2) An officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned for travel to CONUS or a non-foreign OCONUS location (DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).

j. For dependent travel under par. U5900-D2h, decision authority rests with the officer exercising special or general court martial jurisdiction over the member. Except for travel under par. U5900-D2h, a dependent must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS. The AO must cite, in the dependent's travel order, the specific item above that applies. Travel and transportation allowances provided under pars. U5900-D2h(1), U5900-D2h(2), U5900-D2h(3), U5900-D2h(4), U5900-D2h(5), U5900-D2h(6), U5900-D2h(7), and U5900-D2h(8) may not exceed the cost from the member's last/former OCONUS PDS or the place to which dependent was last transported at GOV'T expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. Under par. U5900-D2h(9), such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by par. U5900-D, must support the transportation procurement documents for allowances under par. U5900-D.

3. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at GOV'T expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Authority. Authority for dependent travel and transportation allowances:

a. Under par. U5900-D is in addition to, and has no effect on, the authority for such allowances the member may have on the next PCS order effective date ([40 Comp. Gen. 554 \(1961\)](#)).

b. Under par. U5201-A, whose dependent was not returned to an OCONUS area under par. U5900-D3, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under par. U5900 to the destination authorized in the reassignment order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command sponsored dependent, as defined in APP A, residing with the member OCONUS as specified in par. U5900-E ([53 Comp. Gen. 960 \(1974\)](#)).

2. Conditions. Movement of a former dependent(s) under par. U5900-E must be in the best interest of the U.S., the member, and the former dependent(s) concerned.
3. By Whom Authorized. Movement of a former family member(s) under par. U5900-E must be specifically authorized through the Secretarial Process.
4. By Whom Requested
 - a. The member, who was the former sponsor, should request movement of a former family member(s).
 - b. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.
5. Points between which Transportation May Be Authorized. ICW par. U5900-E3, the official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:
 - a. The U.S. or in a non-foreign OCONUS location, or
 - b. The native country if the former dependent is foreign born.
6. Allowances
 - a. If transportation is not provided by the GOV'T or by GOV'T procured means, reimbursement for personally procured commercial transportation , and travel by POC is IAW par. U5201-A.
 - b. Per diem is payable under par. U5210.
 - c. The allowances authorized by par. U5900-E are payable to the member, though, may be paid directly to the former spouse when the member executes a statement authorizing such direct payment ([B-193430, 21 February 1979](#)).
7. Time Limits
 - a. Travel under par. U5900-E must be completed within 1 year after the final decree of divorce or annulment (as applicable) effective date, or 6 months after the date the member completes personal PCS travel from the OCONUS PDS, whichever occurs first ([53 Comp. Gen. 960 \(1974\)](#)).
 - b. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.
 - c. The 6-month time limit may be extended if authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station at/near which the dependent(s) or former dependent(s) is located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. The 6-month time limit extension may be granted for reasons such as hospitalization, medical problems, and school year completion that requires that a family member remain OCONUS past the 6-month limit ([61 Comp. Gen. 62 \(1981\)](#)). If an extension to the 6-month time limit is authorized/ approved, travel under par. U5900-E must be completed within 1 year of whichever occurs first:
 - a. Final decree of divorce or annulment, as applicable effective date; or
 - b. Date the member completes personal travel from the OCONUS PDS incident to a PCS.

8. Return of an OCONUS Dependent

a. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement change, or other legal arrangements, a former family member again becomes dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

- (1) Member has not received a PCS order, but otherwise would be authorized dependent travel and transportation allowances under par. U5201-A;
- (2) Dependent's return is for the GOV'T's convenience;
- (3) Dependent is command sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and
- (4) Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. U5905-E5.

b. Remarriage. *If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at GOV'T expense is not authorized.* If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Authority Not Affected. Travel of a former family member under par. U5900-E is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS order effective date ([40 Comp. Gen. 554 \(1961\)](#)).

U5905 HHG TRANSPORTATION

NOTE 1: Par. U5900 for dependent travel ICW early return of a dependent(s).

NOTE 2: Par. U5920 for HHG transportation for a dependent relocating for personal safety.

A. From a Foreign or Non-foreign OCONUS Area due to Official Situations

1. General. An order authorizing dependent transportation from a foreign or non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315. The HHG may be transported from any location and/or from NTS to the designated place. This member also is authorized NTS or continued NTS under par. U5380-C.

2. Dependent Return to the Member's OCONUS PDS. When a member is authorized dependent transportation to the member's OCONUS PDS under par. U5900-Bc1, and when in the GOV'T's best interest, HHG transportation may be authorized to the member's OCONUS PDS NTE the cost from the place to which the HHG were previously transported under par. U5905-A. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authority on the Next PCS Order. Authority for HHG transportation for a dependent(s) under par. U5905-A is in addition to, and has no effect on, the authority for HHG transportation on the member's next PCS ([40 Comp. Gen. 554 \(1961\)](#)). A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order. For example, a member returns dependents early and 8,000 pounds of HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. An order authorizing dependent transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS due to Personal Situations

1. General. An order authorizing dependent transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowances in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependent spouse is foreign born. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an order may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

a. A member, with a dependent(s), on a PCS order to an OCONUS PDS, who transports HHG to the PDS in anticipation of a dependent(s) accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependent(s) does not join the member.

b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or a dependent(s), and the GOV'T.

c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location ([65 Comp. Gen. 520 \(1986\)](#)).

3. Death of a Dependent(s) in OCONUS Areas. After the death of a dependent(s), authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. U5380-L15, NTE the prescribed weight limit.

4. Dependent(s) Currently at Appropriate Destination – an Order Is Not Issued. A dependent(s) who traveled to an appropriate destination IAW par. U5900-D without an order, may be authorized HHG transportation provided an order is later issued approving dependent transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such an order must be supported by the member's commanding officer's determination that:

a. The dependent traveled to an appropriate location to reside;

b. The dependent travel meets the conditions in par. U5900-D, except that a travel order for transportation was not issued;

c. The OCONUS status of a dependent(s) as command sponsored remains unchanged (not applicable for a member's former dependent(s) whose transportation could have been authorized under par. U5900-E); and

d. It is in the GOV'T's best interest to issue an order approving dependent transportation to an appropriate destination under par. U5900-D.

5. Transportation of a Former Family Member Incident to Divorce or Annulment. The official authorizing transportation of a former family member under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the final decree of divorce or annulment effective date, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after, whichever occurs first, the:

- a. Final decree of divorce or annulment effective date; or
 - b. Date the member completes personal travel from the OCONUS PDS incident to a PCS.
6. Dependent Return Authorized to OCONUS Areas
- a. Custody Agreement Change or Other Legal Arrangements
 - (1) When a member is authorized dependent return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, when in the GOV'T's best interest return HHG transportation to the member's OCONUS PDS, NTE the cost from the place to which they were previously transported under par. U5905-C, may be authorized through the Secretarial Process.
 - (2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.
 - b. Member Serves an IPCOT. Incident to the member serving an IPCOT,
 - (1) HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS, when a dependent(s) is returned to the member's OCONUS PDS at:
 - (a) GOV'T expense under par. U5900-D3, or
 - (b) Personal expense and the dependent(s) is subsequently command sponsored,
 - (2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.
7. Authority on the Next PCS Order. Authority for HHG transportation for a dependent and a former family member under par. U5905 is in addition to, and has no effect on, the authority for HHG transportation based on dependency status and grade on the member's next PCS order effective date ([40 Comp. Gen. 554 \(1961\)](#)). A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order.
- Example 1:** A member returns dependents early and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.
- Example 2:** A member divorces at the OCONUS PDS and transports 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the next PCS order effective date. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may transport NTE the authorized weight allowance of 8,000 pounds.
8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other Than Honorable Conditions or Sentenced to Confinement with or without Discharge
- (a) When an order authorizes dependent transportation under pars. U5900-D2h(1), U5900-D2h(2), U5900-D2h(3), U5900-D2h(4), U5900-D2h(5), U5900-D2h(6), U5900-D2h(7), and U5900-D2h(8), HHG transportation may be authorized NTE the GOV'T cost from the member's last or former OCONUS PDS or the place to which last transported at GOV'T expense, to the member's HOR or PLEAD, the designated

place, or, when granted through the Secretarial Process, to a destination in the foreign born dependent's native country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

(b) When an order authorizes dependent transportation under par. U5900-D2h(9), HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD.

(c) *NTS may not be authorized.*

9. Authority Following Confinement without Discharge

(a) If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location at which the HHG are located to the new PDS, NTE the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on that PCS order effective date to the new PDS.

(b) If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at GOV'T expense to the member's new PDS, based on the grade held on that PCS order effective date to the new PDS.

U5910 POV TRANSPORTATION

NOTE: Par. U5920 for POV transportation for a dependent relocating for personal safety.

A. OCONUS Dependent Transportation Authorized

1. An order authorizing dependent transportation from OCONUS (under pars. U5900-B, U5900-C, U5900-D, and U5900-E) also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which the dependent is authorized to travel.

2. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date the dependent is authorized to travel. See pars. U5900-B, U5900-C, U5900-D, and U5900-E.

B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued. When a dependent has traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled an authorized order (par. U5900-D), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an order is supported by the member's commanding officer's determination IAW par. U5905-C4 and later issued:

1. Directing dependent travel under the conditions of par. U5900-D, and

2. Providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependent travel would have been authorized.

C. Ex-Family Member Travel Incident to Divorce or Annulment. If ex-family member travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the final decree of divorce or annulment effective date.

D. Dependent Return to OCONUS Areas Authorized. Even if a dependent is permitted to return to the OCONUS PDS at GOV'T expense (par. U5900-B, U5900-C, or U5900-F), return transportation of a POV to the OCONUS is not authorized.

E. Authority on the Next PCS. *A member who has transported a POV under par. U5910-A, U5910-B or U5910-C has no further POV transportation authority from the last or any previous OCONUS PDS to CONUS.*

U5915 MOBILE HOME TRANSPORTATION

A. General

1. Mobile home transportation in lieu of shipping HHG (par. U5330-F3) is authorized IAW par. U5500 to a member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

- (a) To a CONUS designated place, or
- (b) From a point outside CONUS and Alaska to a designated place in Alaska,

2. The order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above cited par. U5905 paragraph(s) authorizes the transportation.

3. *When a mobile home is transported due to the early return of a dependent(s), no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.*

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

Example. Dependents return early from HI, and 1,000 pounds of HHG are transported from HI 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 authority for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from HI, to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The GOV'T's cost for transporting the mobile home may not exceed what it would have cost the GOV'T to transport the member's PCS weight allowance, minus the weight of HHG transported from OCONUS, from the:

- 1. Member's last CONUS PDS (or Alaska), or
- 2. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (Example 1).

Exception: If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependent(s) returns early from the administrative weight restricted area, the mobile home may be transported at GOV'T expense from the point it was located when it could have been transported at GOV'T expense to the member's last PDS in CONUS or Alaska. The constructed GOV'T cost for this mobile home transportation is based on the member's PCS weight allowance on the order effective date from that station (Example 2).

Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's authority for mobile home transportation is computed based on what it would have cost to transport 11,500 pounds of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

Example 2. A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early to a designated place in Detroit, MI, and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance and 8,000 pounds remain on the weight allowance that may be transported within CONUS on the early return travel order. The member's mobile home transportation allowances are computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only authorized 8,000 pounds when assigned from Fort Lewis and had transported 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized transportation within CONUS on the early return travel order from Germany is used in the computation for the distance from Fort Carson to Detroit as more advantageous to the member than the CONUS port (Bayonne, NJ) to Detroit.

U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under par. U5920 if it is determined by the Service designated official that:
 - a. The member has committed a dependent abuse offense against a member's dependent;
 - b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; *and*
 - d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
 - a. Member or member's dependent(s), *and*
 - b. U.S. GOV'T.

B. Definitions

1. Dependent Child. For the purposes of par. U5920, the following is a member's dependent:
 - a. Dependent/acquired dependent as defined in APP A; and
 - b. A member's unmarried child who was transported to the member's PDS at GOV'T expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.
2. Dependent Abuse Offense. A dependent abuse offense is conducted by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. *HHG/POV transportation may be authorized only if the member's written agreement, or an order of a court of competent jurisdiction, gives HHG/POV possession to the member's spouse/dependent.*

D. Authority

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent(s), baggage, and HHG; transportation may be authorized for the member's dependent(s), baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent(s) is a foreign national to the dependent's native country.
2. Transportation in kind, transportation reimbursement, or 'MALT Plus', is authorized for the dependent(s).
3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the member's dependent's personal use.
4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW [37 USC §406\(h\)\(4\)\(A\)](#), all monetary payments, *except DLA*, are paid directly to the dependent instead of to the member.

SECTION 1: GENERAL**U6000 REFERENCES**

- A. [Title 37, USC §475a](#).
- B. [DoDD 3025.14](#), "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," 8 December 2003.
- C. DoD Services: see [DoD 7000.14-R](#) "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)).

U6001 GENERAL INFORMATION

- A. General. An evacuation, (par. U6002-C) must be caused by unusual/emergency circumstances, such as:
1. War,
 2. Riots,
 3. Civil uprising/unrest,
 4. Adverse political conditions,
 5. Host government denial/revocation of permission to remain,
 6. National/natural disasters,
 7. Epidemics, or
 8. Similar conditions of comparable magnitude.
- B. Application. The evacuation applies to:
1. A command and a non command sponsored dependent who is permanently residing at/in the member's PDS vicinity, at the time the evacuation is authorized/ordered. ***A non command sponsored dependent is authorized transportation only – no safe haven allowances.***
 2. A command sponsored dependent en route to the member's:
 - a. PDS, or
 - b. PDS vicinityto establish a permanent residence with the member.
 3. A dependent student authorized to travel to the member's PDS, under par. U5260-D;
 4. A dependent who permanently resides at a:
 - a. Member's former PDS vicinity following the member's assignment elsewhere, or
 - b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

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if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority.

5. The dependent of a member assigned to an OCONUS PDS who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there. *When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.*

C. Member's Travel Status

1. The statute pertaining to a dependent's evacuation (37 USC §405a), does not apply to a uniformed member.
2. A uniformed member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

D. Funding

1. The Joint Plan for DoD Noncombatant Evacuation and Repatriation contains the fund cites chargeable for evacuation allowances for a DoD member's dependent.
2. Questions ICW fund cites should be addressed to:

a. DoD: The Joint Plan Proponent

HQDA, ODCSPER
ATTN: DAPE-PRO
300 Army Pentagon
Washington, DC 20310-0300

FAX:
(703) 695-6953 (commercial)
(312) 225-6953 (DSN)

PHONE:
(703) 695-9547 (commercial)
(312) 225-9547 (DSN)

b. Coast Guard

USCG Commandant (CG-832)
2100 2nd Street S.W.
Washington DC 20593-0001

PHONE:
(202) 372-3567 (commercial)

c. NOAA

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333

FAX:
(301) 713-4140 (commercial)

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PHONE:

(301) 713-3444 (commercial)

d. USPHS

Director
Division of Commissioned Corps Personnel and Readiness
1101 Wootton Parkway
Tower Building PL 100
ATTN: Travel Coordinator
Rockville, MD 20852

FAX:(240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

E. Evacuation Allowance Payments

1. Authorized Payment. The allowances authorized by this Part, may be paid to one or more of the following individuals:

- a. The member's evacuated command sponsored dependent spouse;
- b. Any command sponsored dependent age 18 or older, if at a different location than the spouse; or when there is no spouse present;
- c. The member (as the natural guardian) for a command sponsored dependent who is under age 18; and/or
- d. The member's dependent spouse, any dependent at least age 18, or the member (as the natural guardian) under the circumstances in par. U6001-A4.

2. Payment Limitation. A dependent is authorized evacuation allowances *only* if the dependent actually evacuates the home.

F. When Allowance Payments Are Made. Allowances authorized in this Part, are paid beginning on the date that the official (par. U6003-A1, or U6003-A2) authorizes/orders an evacuation.

G. Written Order

1. Evacuation travel may be required to begin before a written order can be issued due to emergency situations (par. U6001).
2. Under emergency circumstances, an oral order may be given by any medium (including telephone).
3. When an oral order is given, the AO must promptly issue a confirmatory written order, including the oral order date, IAW par. U2210.

H. Funds Advance1. Travel and Transportation Allowances

- a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.
- b. An advance of safe haven allowances (authorized under par. U6005) may not exceed the estimated amount for 30 days at the safe haven/designated place.

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c. Transportation advances (par. U1015-C2e) must be issued **only** to provide sufficient funds to cover necessary expenses incurred for:

- (1) A dependent while traveling to and while at the safe haven/designated place, or
- (2) An escort traveling to and from the safe haven/designated place.

2. DLA. DLA (par. U6012) may be paid to the member designated dependent (par. U1015-C2e) in advance of the dependent(s) travel to the designated place.

3. Pay

- a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.
- b. The member designates the advance amount, NTE 2 month's basic pay.
- c. The pay advance is payable, to the dependent, in one or more installments.
- d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.

e. References

- a. DoD. [DoDFMR, Vol. 7A](#), Military Pay, Policy, and Procedures.
- b. USCG. [COMDTINST M7220.29](#), U.S. Coast Guard Pay Manual.
- c. Implementing Procedures. See individual Service pay and allowance manual(s).

U6002 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A command sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (APP A1) who is:

1. Residing in a command sponsored/non command sponsored status at/in the member's PDS vicinity, at the time of the evacuation;
2. Command sponsored, but temporarily absent from the member's PDS or its vicinity;
3. Command sponsored, and en route to the member's PDS or its vicinity to establish a residence with the member;
4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5260-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,
5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity

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of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ordered by the appropriate authority in par. U6003-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

1. Named Location. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place.

2. CONUS. If CONUS is named the safe haven in the evacuation order, an evacuee, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at GOV'T expense.

U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

*1. Foreign Areas. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or antiterrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants ***NOTE: The SECDEF's authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the COCOM Commander and the Chief of Mission.*** See [Memorandum of Agreement](#) between DOS and DoD, 14 July 1998. If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the COCOM Commander or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area. The DoD (USD (P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba ([DoDD 3025.14, 8 December 2003](#)).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

a. DoD Services. Per [DSSR 614](#), DoS (Under Secretary of State for Management Office) authority is required for designation of an alternate foreign OCONUS safe haven. Following Secretary of State authority, the Principal Deputy Under SECDEF (Personnel and Readiness) (PDUSD (P&R)) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent. The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed. While determinations are made on a case by case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the GOV'T's best interest. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-12) COML (202) 475-5395), for the dependent of a Coast Guard member;

c. The Secretary of HHS, or the Secretary's designated representative (Director, Division of Commissioned Corps Personnel and Readiness, COML (240) 453-6059), for the dependent of a PHS member;

d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel

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Center, COML (301) 713-3444), for the dependent of NOAA Corps member;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);

f. The head of a DoD component (APP A1) or designated representative;

g. The commander of a U.S. INSTALLATION (APP A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. **Original Safe Haven Location Designation.** The original safe haven location is ordinarily designated by the DoS, with DoD coordination. DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or a non-foreign OCONUS area.

a. If the CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at GOV'T expense.

b. If the U.S. is named in the evacuation order as the original safe haven, for:

(1) **DoD Services.** An evacuee must select the exact CONUS safe haven. Safe havens outside the CONUS but in a non-foreign OCONUS area (APP A1) must be authorized/approved by PDUSD (P&R). ***Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.***

(2) **Non-DoD Services.** An evacuee must select an exact U.S. safe haven location.

2. **Alternate Safe Haven Location Designation**

a. **DoD Services.** Following Secretary of State authority (through the Under Secretary of State for Management's Office), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at GOV'T expense from one safe haven location to another when circumstances warrant. Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).

b. **Non-DoD Services.** The Secretarial Process following Secretary of State authority (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authority is not required for an alternate safe haven in the U.S.

c. **Alternate Location within a Safe Haven.** For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at GOV'T expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

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PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

U7050 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

A. Travel and Transportation Allowances. Except as noted in this par., all travel and transportation allowances, for couriers, are the same as for TDY.

*B. Transportation. If practicable, a courier must use an available CTO, and GOV'T procured transportation for necessary 'other than economy/coach' accommodations in par. U3500, U3600, or U3650. Otherwise, reimbursement is for all personally procured transportation and 'other than economy/coach' accommodations (with the required documentation per par. U2200-A on an actual cost basis (including tax)).

C. Documentation

1. Documentation authorizing/approving 'other than economy/coach' accommodations required in par. U2100-A must be included in/with the order.
2. If a CTO and/or GOV'T procured transportation was not used, the claim must explain why, and be accompanied by the receipt or an acceptable statement indicating the amount paid, if \$75 or more.
3. If an explanation, receipt/statement, and 'other than economy/coach' authorization/approval are not furnished, reimbursement is limited to the cost of the POLICY CONSTRUCTED AIRFARE (APP A1).

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PART G: RESERVE COMPONENT (RC) MEMBER TRAVEL

U7150 ACTIVE DUTY WITH PAY (48 Comp. Gen. 301 (1968))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. U2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. U7150-B1b and U7150-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. U2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authority

- a. Circumstances. ICW par. U7150-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and GOV'T QTRS and/or a GOV'T dining facility/mess are unavailable.
- b. Authority. The member is authorized AEA for all meals and QTRS (par. U4510); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. U7150-E, for a:

- a. Member performing AT when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;
- b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available; or

d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

a. An RC member performing ADT, who is not authorized per diem/AEA, may be:

- (1) Reimbursed for lodging service charges when transient GOV'T housing is occupied, or
- (2) Provided lodging in kind.

b. **Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.**

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:

a. From the place the order is received/addressed to the place of physical examination (whichever is less), **and**

b. As directed in the order:

- (1) Return to the place the order is received/addressed, **or**
- (2) Proceed to the new PDS, **or**
- (3) Return to the place the order is received/addressed and then proceed to the new PDS.

2. Authorized Travel. Travel required ICW these examinations is IAW par. U7150-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 & 4) when the ADT period is fewer than 140 days **at any one location** (except par. U2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days **at any one location** (except par. U2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

- (1) At the training location except when par. U7150-B or par. U7150-C applies; and
- (2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

- (1) At the training location when the duty is for 140 or more days at one location, or
- (2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.

3. Extension Examples. See par. U2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

- (1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days ***at any one location*** (except par. U2240) including duty at multiple locations provided duty is 180 or fewer days at all locations.
- (2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days ***at any one location***. This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. U7150-B or U7150-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

- (1) Per diem/AEA is ***not*** payable:
 - (a) At the duty location when the duty is for more than 180 days at one location, except as in pars. U7150-F2b(2) and U7150-F3, or
 - (b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. U2230-C for non-training active duty TDY exception.

GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA are when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. U2230.

4. Extension Examples. See par. U2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. U7150-E2b(1).

U7151 ACTIVE DUTY WITHOUT PAY

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

*B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. U7151-B, an RC member who performs duty without pay (par. U7150) may be authorized/approved to receive:

1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
2. Reimbursement for occasional meals and/or QTRS (par. U4510).

The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 id. 319 \(1966\)](#)).

U7152 INACTIVE DUTY TRAINING WITH PAY

A. General. The following definitions apply to par. U7152:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. U2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

- a. Inactive duty training at the :

- (1) Training duty station,
 - (2) Drill site,
 - (3) Assigned unit city/town location,
 - (4) Local area of the assigned unit or home, or
- b. Travel between home and the:
- (1) Assigned unit (except in par. U7160),
 - (2) Unit training assembly place, or
 - (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$0.555/mile = \$11.10.

Example 2: A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area ([DoDD 4515.14](#)). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$0.555/mile = \$8.88.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.
2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location F (assigned unit) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.
2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$0.555/mile = \$7.77.

F. Reimbursement of Service Charges for Transient GOV'T Housing Use

1. An RC member who occupies transient GOV'T housing (while performing inactive duty training *with pay*) and is not authorized per diem/AEA, may be:
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
2. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

U7153 INACTIVE DUTY TRAINING WITHOUT PAY

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform inactive duty training without pay is authorized travel and transportation allowances in par. U7152.
2. An RC member who occupies transient GOV'T housing (while performing inactive duty training *without pay*) and is not authorized per diem/AEA, may be:
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.

3. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

U7154 SROTC MEMBER

*A. Applicability. Par. U7154 applies to a designated SROTC applicant and member appointed under [10 USC §§2104](#) and [2107](#).

*B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.
2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. U7154-B3 and U7154-B4) for travel to and from installations:
 - a. For medical/other examinations,
 - b. To observe military functions/operations, or
 - c. For other observations deemed appropriate by the Service concerned.
3. Transportation and Meals. GOV'T/GOV'T procured transportation and GOV'T supplied meals are authorized.
4. Mileage
 - a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7154-B1 or U7154-B2, at personal expense. It may be paid in advance of return from the activity site.
 - b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:
 - (1) Home and the nearest appropriate public transportation terminal, and
 - (2) The activity site and the nearest appropriate public transportation terminal.
5. Mixed Modes. If travel under par. U7154-B1 or U7154-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T procured transportation and/or GOV'T supplied meals).
6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under 10 USC §2104 ([53 Comp. Gen. 957 \(1974\)](#)).
7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/QTRS is IAW par. U4510.

*C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

- a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part B PCS allowances.
- b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.
- c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

- a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. U7001) for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.
- b. For par. U7154-C, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.
- c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part B PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

- *1. A member appointed under [10 USC §2104](#) or [§2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part B PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

U7155 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

*A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7155-A1 through U7155-A3; or

5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

*U7156 **FUNERAL HONORS DUTY** ([10 USC §12503](#) or [32 USC §115](#))

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Chs 2 and 4 TDY travel and transportation allowances.

U7157 COLA AND HOUSING ALLOWANCES

A. COLA. See par. U9145.

B. Housing Allowances. See par. U10428.

U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve 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.

2. For par. U7160, 'outside the local commuting distance' is defined as the local travel area under par. U2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. U2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. U7160-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

*C. 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 (37 USC 452(b)(9), *NTE a total of \$300 for each round trip (37 USC §478a(c))*).

1. Transportation

a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.

*b. POC Transportation. The Other Mileage Rate (see par. U2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

2. Lodging and Meals

a. Meals. The actual cost of the member's meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

(1) The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.

* (2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (APP G).

(3) The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense.

U7180 ALLOWANCE SUMMARY TABLES

Table U7G-1		
<i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>		
RC PERSONNEL ON ACTIVE DUTY WITH PAY (NOTE 1)		
SITUATION	TRANSPORTATION (NOTES 2 and 3)	PER DIEM (NOTES 4 and 5)
Annual training (AT) (NOTE 6)	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the GOV'T city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T QTRS and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty

Table U7G-1 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>		
RC PERSONNEL ON ACTIVE DUTY WITH PAY <u>(NOTE 1)</u>		
SITUATION	TRANSPORTATION <i>(NOTES 2 and 3)</i>	PER DIEM <i>(NOTES 4 and 5)</i>
Physical examination ICW active duty	Ch 5, Part B applies	Ch 5, Part B applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

TABLE U7G-1 NOTES:

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 a periodic physical for a member on the TDRL (par. U7250).
2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.
3. An RC member may not be paid for commuting from home to duty--only one round trip may be paid.
4. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.
5. An RC member on ADT who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
6. Since a training location is the PDS, no per diem is payable when GOV'T QTRS & dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

Table U7G-2 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>		
RC MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	TRANSPORTATION	PER DIEM <i>(NOTES 1 and 2)</i>
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or QTRS may be authorized for travel days only. Par. U4510.

TABLE U7G-2 NOTES:

1. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.
2. An RC member on ADT who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

Table U7G-3 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY (NOTES 1 and 2)		
SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located NOTE 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. 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
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

TABLE U7G-3 NOTES:

1. For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.
2. An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.
3. Par. U7160 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

Table U7G-4 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>			
SENIOR RESERVE OFFICERS TRAINING CORPS MEMBER (NOTES 1 and 2)			
SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by GOV'T conveyance or GOV'T procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. GOV'T prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. U7001 applies	Par. U7001 applies	Does not apply while at a location performing field training or at-sea training when both GOV'T QTRS and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part B applies	Ch 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

TABLE U7G-4 NOTES:

*1. Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#)--SROTC advanced training member.

*2. Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#)--SROTC cadets and midshipmen in the Financial Assistance Program.

Table U7G-5 <i>This table is for informational purposes. Actual allowances are in Ch 7, Part G.</i>			
MISCELLANEOUS			
SITUATION	TRANSPORTATION	PER DIEM	REMARKS
*Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	*Not authorized; however, an allowance for Muster Duty is IAW DoDFMR, Volume 7A, par. 580105.A	Not authorized	*Must be engaged in muster duty for a period of at least 2 hours. DoDFMR, Volume 7A, par. 580105.A for the effective rate.

PART H1: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Parts B and C, for COT leave travel between authorized locations.
2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. U4929, and Ch 3, Part D.
3. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tours of duty at the same PDS (see APP A1 definition of IPCOT), or
 - *b. PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One tour is unaccompanied, or
 - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs ([DoDI 1315.18](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf),
2. Military Personnel Assignments. For procedures for Military Personnel Assignments see (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
3. COT Requirements for Alaska or Hawai'i PDS. See [DoDI 1315.18](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf), par. E3.7.2.2 for the COT requirements for a DoD member assigned to Alaska or Hawai'i.
4. FEML Location PDS. When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

C. Eligible Dependent. An eligible dependent is one who:

1. Is a dependent (see APP A1, except a child described in item 8 of the definition) on the:
 - a. Last day of the member's first tour at the old OCONUS PDS; or
 - b. Member's PCS order effective date to the new OCONUS PDS; and
2. Is command sponsored for both tours;
3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and
4. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command sponsored dependent

born during a COT leave deferral period.

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair airfares *are authorized*.

1. Travel between Authorized Locations. Travel between authorized locations is travel:
 - a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - b. From the old to the new OCONUS PDSs via an authorized destination; or
 - c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-E3.
2. Authorized Destination
 - a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.
 - b. *If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.*
 - c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place.
 - d. Examples

<u>Example 1</u>	
Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city pair airfare between the OCONUS location and CONUS Location A.	
The POLICY CONSTRUCTED AIRFARE (APP A1) between the OCONUS location and CONUS Location A (incorporating some city pair airfare connections):	\$1,200
Member desires to utilize COT travel to CONUS Location B.	
City pair airfare to/from CONUS Location B:	\$1,400
Least expensive POLICY CONSTRUCTED AIRFARE to/from CONUS Location B:	\$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from CONUS Location B is authorized/approved by the Secretarial Process making the city pair airfare to/from CONUS Location B available.	

<u>Example 2</u>	
Member's PDS is in OCONUS Location and the HOR is CONUS Location A.	
Round trip city pair airfare trip cost:	\$980
Member desires to utilize COT travel to/from CONUS Location B.	
Round trip city pair airfare to/from CONUS Location B:	\$840
Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city pair airfare to/from CONUS Location B (\$840) NTE the \$980 cost to HOR.	

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at GOV'T expense from an authorized destination to drive a POC to a new PDS.

4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a DESIGNATED PLACE IAW par. U5120-G.

5. Temporarily Absent from the PDS. Pars. U5120-B, U5120-C (member) and U5218 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).*

E. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. CONUS HOR

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependent, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependent, who does not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under [DoDI 1327.06](#), a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the traveler, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in GOV'T's interest.

(2) Exception

- (a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.
- (b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.
- (c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation

a. Member Directed to Use Available GOV'T/GOV'T Procured Transportation. An eligible member, directed to use available GOV'T/GOV'T procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. **Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.**

<u>Example 1</u>	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. U1245) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	\$500
Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5108-A.	

b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the GOV'T/GOV'T procured transportation cost, as appropriate, for the official distance (see par. U5105-C). **This should almost never occur since CTO use is mandatory for all official travel.**

<u>Example 2</u>	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
GOV'T procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the CTO for airfares but elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased a one way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the GOV'T cost for the transoceanic trip cost plus necessary ground transportation to the HOR. The traveler is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use GOV'T air transportation IAW par. U5207-A.	

c. **POC Use.** When the Service authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. U5105-B and/or U5201. If the Service does not authorize/approve POC use, reimbursement is limited to the POLICY CONSTRUCTED AIRFARE (see APP A definition).

Example 1	
<i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 50.00</u>
Total constructed GOV'T city pair airfare cost =	\$1,924.63
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.23/mile =	\$ 704.49
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1-9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)
Member's authorized per diem = 9 days x \$123/day =	
\$ 1,107.00	
Per diem for the accompanying spouse @ 75% of the member's amount =	
\$ 830.25	
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	
<u>\$ 553.50</u>	
Total actual amount =	\$ 3,195.24
In this example, the city pair airfare to the HOR is less expensive than POC 'MALT Plus' travel to the HOR. The member's reimbursement is limited to the POLICY CONSTRUCTED AIRFARE of \$599/person if the Service did not authorize/approve POC use.	
The member is financially responsible for the additional cost (\$3,195.24 - \$1,924.63) of \$1,270.61.	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT Plus' on behalf of eligible travelers. See par. U7200-F1c.	

<u>Example 2</u>	
<i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =	\$3,876.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 70.00</u>
Total constructed GOV'T city pair airfare cost =	\$4,040.88
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.23/mile =	\$704.49
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1-9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$123/day = \$1,107
Member's authorized per diem =	\$1,107.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 830.25
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$553.50/child x 2 children =	<u>\$ 1,107.00</u>
Total actual amount =	\$3,748.74
In this example, the city pair airfare cost to the HOR is more expensive than POC 'MALT Plus' travel to the HOR. Since the POLICY CONSTRUCTED AIRFARE exceeds the actual POC cost, the member is reimbursed the actual amount. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (par. U7200-F1c).	

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7200 if a member elects:

- a. 15 days leave and transportation, under par. U7305, or
- b. Either of two other options available in lieu of transportation under par. U7305, (i.e., cash, or 30 days leave without funded transportation (DoDI 1327.06 <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>)).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation

*1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW [DoDI 1327.06](#) (Leave and Liberty Procedures), subsec. 1.j.(3) for DoD Services and/or Service regulations for non-DoD Services (par. U1010-B10) are authorized transportation between authorized locations.

2. Transportation Mode. Air is the *only authorized transportation mode* (airport to airport transportation **NOTE** below).

3. GOV'T Air Transportation not Reasonably Available

a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space required GOV'T air transportation is not reasonably available.

b. A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).

c. See par. U7205-C for definition of "authorized location."

d. See par. U3002-B, allowing reimbursement NTE the directed mode cost, does not apply if GOV'T transportation is reasonably available and not used.

4. Transportation Cost Reimbursement. Reimbursement:

a. For transportation costs is NTE the cost of GOV'T procured commercial air transportation between authorized locations.

b. Is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).

c. For ground transportation from PDS/home/destination the airport is not authorized.

5. Dependent Personal Emergency. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

6. Travel Across CONUS. Travel across CONUS is at GOV'T expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

a. On permanent duty OCONUS,

b. Assigned to an OCONUS ship/unit operation, or

c. With an OCONUS domicile who is on permanent duty or initial training in CONUS, or is described in par. U4102-Q, U4102-R, or U4102-S.

2. Not Eligible. A cadet/midshipman is not an eligible member for this transportation.
3. Eligible Dependent. An eligible dependent is one who:
 - a. Is command sponsored and resides OCONUS with the member,
 - b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or
 - c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
 - (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

- a. As used in par. U7205, domicile is a member's HOR or place:
 - (1) From which first called (or ordered) to active duty,
 - (2) Of first enlistment, or
 - (3) Of permanent legal residence.
- b. A member's domicile is only relevant to personal emergency transportation if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:
 - a. Transportation from an originating location to a destination, and
 - b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205.
2. The authorized locations listed below (including those in par. U7205-C4b(3)) are official travel locations, and available contract city pair airfares *may* be used.

3. Examples

NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.

NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

<u>Example 1</u>	
A member's PDS is OCONUS and the emergency leave is CONUS Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	\$1,200
Round trip city pair airfare between the PDS and Location A:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE between the PDS and Location A:	\$1,600
Since transportation to/from Location A is more expensive than transportation to/from the closest CONUS international airport, Location B, no <i>city pair airfare may be used</i> to/from Location A.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<u>Example 2</u>	
A member's PDS is OCONUS and the emergency leave CONUS location is Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	\$1,200
Round trip city pair airfare between the PDS and Location A:	\$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city pair airfare to/from Location A (\$980) NTE the \$1,200 cost to Location B.	

4. Member and Dependent(s) OCONUS. For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B3a and U7205-B3b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. U7205-B1c and dependent described in par. U7205-B3c, check par. U7205-B3a.***

b. Authorized destinations are:

- (1) Either:
 - *(a) The CONUS international airport closest (IAW 37 USC §481d the closest CONUS port of entry is the standard of measure) to the location from which the member/dependent departed and to which air transportation is available along a normally traveled international route; or
 - *(b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. See the examples in par. U7205-C3; ***NOTE: Par. U7205-C4(b)(1)(a) creates the sole criterion for the cost limit to be used for transportation to another airport.***
- (2) An airport in a NON-FOREIGN OCONUS AREA (APP A1); or
- (3) Any foreign OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

5. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B3c:

- a. Authorized origins are the international airports nearest the:
 - (1) Member's PDS, or
 - (2) Dependent's location when notified of the personal emergency.
- b. Authorized destinations are:
 - (1) An international airport in a non-foreign OCONUS area, or
 - (2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location or any time 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. \(a-e\)](#)) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
- *3. Other location if authorized emergency leave as determined under [DoDI 1327.06](#) (Leave and Liberty Procedures for DoD Services and/or Service regulations (par. U1015-C2h).

B. Transportation

1. Space required GOV'T transportation must be used if reasonably available.
2. Travel and transportation allowances are the same as if traveling on TDY.
3. The policy in par. U3220-B allowing reimbursement up to the directed mode cost does not apply if GOV'T transportation is reasonably available and not used.

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City Pair Airfare Use. The locations listed in par. U7206-A are official travel locations, and available contract city pair airfares may be used. *If the member travels to a more expensive ‘other’ location, city pair airfares are not authorized.*

F. One Way Emergency Leave Travel

1. There is no authority for one way emergency leave travel and transportation to the ship’s location if the member departed on emergency leave while the ship was in its home port.
2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D.
3. See par. U7215 for travel and transportation allowances when a ship relocates during the member’s authorized absence.
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to/ from terminals are not included in the examples.

<u>Example 1</u>	
A member’s PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member’s emergency leave destination is Denver, CO.	
There is no city pair airfare between Ft. Campbell and Ft. Belvoir and the POLICY-CONSTRUCTED AIRFARE (APP A1) (incorporating some city pair airfare connections) is \$400.	
City pair airfare cost from Ft. Campbell to Denver	\$500
POLICY CONSTRUCTED AIRFARE cost from Ft. Campbell to Denver	\$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city pair airfare to Denver. The member’s financial responsibility is \$600 of which \$400 is reimbursable.	

<u>Example 2</u>	
A member’s PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member’s emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair airfare from Ft. Hood to Atlanta	\$280
Since transportation to Atlanta is less expensive than transportation to the PDS (Ft. Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

*U7210 CONVALESCENT LEAVE TRANSPORTATION ([37 USC §481a](#))

A. Authority

*1. A member is authorized transportation allowances (*no per diem while en route to and from or while at the convalescent leave location*) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under [37 USC §310](#) from the:

- a. CONUS medical treatment location to a location selected by the member, and authorized/approved by the Secretarial Process, and
- b. Member selected location to any medical treatment location.

2. Additional trips, if deemed necessary by the attending physician, may be authorized through the Secretarial Process.

B. Transportation Allowances

1. A member performing travel under par. U7210-A may select:

- a. Transportation in kind;
- b. Commercial transportation cost reimbursement when the member travels at personal expense (Ch 3, Part B), ***NOTE: IAW par. U3045-C, it is mandatory policy that a member uses an available CTO to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3045; or***
- c. The TDY automobile mileage rate for the official distance.

2. GOV'T/GOV'T procured transportation must be furnished and used to the maximum extent practicable.

C. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation

1. A member is authorized travel and transportation allowances for additional costs associated with returning to a relocated ship.
2. Reimbursement is limited to the additional cost and is NTE the transportation cost between the ship's old and new locations.

C. Reimbursement

1. TDY travel and transportation allowances are payable.
2. If return to a relocated ship requires transoceanic travel, transportation in kind is authorized.

3. The GOV'T/GOV'T procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations.
4. The member is financially responsible for any additional cost.
5. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, *city-pair airfares are not authorized*.

U7220 RECALL FROM LEAVE

A. Member's Responsibility

1. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning.
2. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authority

- a. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

(1) Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and

(2) If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

- b. *No per diem accrues for duty at the PDS.*

2. Eligible Member. An eligible member is one who departs from a PDS/TDY station on authorized leave and is recalled to the same duty station because of:

- a. Actual contingency/emergency war operations, or

- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

- (a) A substantial portion of the scheduled leave period has been eliminated by the recall, or

- (b) The leave purpose has been defeated ([60 Comp. Gen. 648 \(1981\)](#)).

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PART H2: LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE OR WHILE ON LEAVE

U7225 LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION

*A. Authorized Absence. For the purpose of this par., this term means that the:

1. Member is in an authorized leave status, or

*2. Member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned ([37 USC §474b\(d\)](#)).

B. General. A member in a TDY status:

1. Deployed in support of a contingency operation; and

2. Who retains lodging at the TDY location during an authorized absence;

may be reimbursed lodging expenses as a miscellaneous reimbursable expense (APP G).

C. Eligibility. Lodging retained at the TDY location is reimbursable when the member:

1. Is TDY in support of a contingency operation for more than 30 days, *and*

2. Immediately before taking the authorized absence, was performing duty away from the member's home/PDS, *and*

3. Was receiving per diem for lodging expenses because GOV'T QTRS were not available at no cost to the member, *and*

4. Returns to the TDY location before the end of the authorized absence.

D. Reimbursement

1. Limitations

a. During an authorized absence, per diem is not authorized for a member who is returning to the PDS/home for the weekend.

b. Lodging retained at the TDY station is a reimbursable expense (APP G).

2. 'Lodging Plus'

a. Lodging retained during an authorized absence is a reimbursable expense (APP G).

b. Lodging reimbursement must not exceed the lodging portion of the per diem rate for the TDY location for each day.

c. Reimbursement authority for an authorized absence, during a contingency operation, applies only when the computation provisions of par. U4141 covering an authorized absence period do not fully reimburse for the TDY location per diem-related lodging costs.

2. Fixed (Flat) Rate Per Diem Allowance. If the member is paid a contingency operation fixed rate per diem allowance (e.g., 55%) IAW par. U4105-I:

- a. The member is authorized out of pocket expense reimbursement.
- b. Reimbursable lodging expenses (APP G) may not be more than what the member would have received if the authorized absence had not been taken.
- c. Example

Example
<p>1. A member is on a contingency TDY. Member is paid 55% per diem (IAW par. U4105-I) and renting an apartment (\$1,200/month).</p> <p>2. The authorized per diem rate is \$78.10 (i.e., 55% of the locality rate of \$142). $55\% \times \\$91 \text{ (Lodging)} = \\50.05 $55\% \times \\$51 \text{ (M\&IE)} = \\28.05 Total = \$63.80 or 55% of \$116 = \$78.10</p> <p>3. The member is reimbursed \$50.05/day x 30 days = \$1,501.50 per 30-day month for lodging.</p>
Scenario 1
<p>1. The member returns to the PDS once during the first month. The member is not paid per diem for the 2 days/nights spent at the PDS.</p> <p>2. The member is authorized \$1,401.40 (\$50.05/day x 28 days) for the first month's lodging.</p> <p>3. Since the member is authorized \$201.40 more than the actual lodging cost (\$1,401.40 vs. \$1,200), the member is not out of pocket for lodging costs and is not authorized additional reimbursement.</p>
Scenario 2
<p>1. The member takes 7 days leave during the third month. The member is not paid lodging per diem for 7 days/nights of leave.</p> <p>2. The member is authorized \$50.05/day x 23 days = \$1,151.15 for lodging for the third month.</p> <p>3. The member is out of pocket \$48.50 for lodging costs (\$1,200 vs. \$1,151.50).</p> <p>4. The member would have been reimbursed \$350.35 (\$50.05/night x 7 nights) for those 7 nights had the member not been on leave.</p> <p>5. The \$48.50 out of pocket cost is less than what the member would have been paid had the member not been on leave (\$350.35).</p> <p>6. The member is authorized \$48.50 as a reimbursable expense to cover out of pocket lodging costs.</p>

3. Reimbursement authority for an authorized absence during a contingency operation applies only when par. U4141 computation provisions, covering an authorized absence period, do not fully reimburse the TDY location per diem-related lodging cost.

U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION

A. General. A member may be reimbursed for TDY lodging expenses as a reimbursable expense (APP G) when the member:

1. Is TDY to a location for more than 30 days, and
2. Takes leave from the TDY location to the evacuated dependents' safe haven location.

B. Eligibility. A member is eligible for reimbursement for lodging retained at the TDY location, when the member:

1. Receives per diem to cover TDY lodging expenses because GOV'T QTRS are not available at no cost to the member, and
2. Returns to the TDY location immediately after completing the authorized leave.

C. Reimbursement

1. The member is authorized reimbursement for lodging retained at the TDY location, during leave, NTE the lodging portion of the per diem rate for the TDY location for each day.
2. Reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.

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PART I: MEMBER TRAVEL ICW PHYSICAL EXAMINATION OR ILLNESS

U7250 ATTENDANTS/ESCORTS

- A. Definition. See APP A.
- B. Determination. A member, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be:
1. A member,
 2. U.S. GOV'T civilian employee, or
 3. Any other person.
- C. Appointment. Any person listed in par. U7250-B may be appointed, to accompany an active duty member patient physically incapable of traveling alone, as an:
1. Attendant, by the Medical Authority, or
 2. Escort, by the Commander/AO.
- D. Travel and Transportation Allowances
1. Member as an Attendant/Escort. A member is authorized TDY travel and transportation allowances.
 2. Civilian Employee as Attendant or Escort. A U.S. GOV'T civilian employee is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.
 3. Other Person as Attendant/Escort. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA, or included in the same travel order (identified as an attendant/escort) issued for the member patient.
 - b. Authorized the same travel and transportation allowances as would be a civilian employee. See JTR, par. C7115.
- E. Non Concurrent Attendant Travel. Non concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment, or there is need for an attendant only during a portion of the patient's travel.

U7251 A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

- A. Travel Status. *Except when both the member's home and the medical facility are within the same corporate city limits*, a member:
1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:
 - a. Examination, and
 - b. Travel to and from a medical facility (par. U2800-F).
 2. Being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for physical disability, is in a travel status during the;

- a. Hearing, and
- b. Travel to and from the hearing.

*B. Travel and Transportation Allowances. Travel and transportation allowances expire when TDRL status expires. TDRL status expires five years after the date when the member's name was placed on the TDRL, or sooner, per the medical reexamination results IAW [10 USC §1210 \(b\)](#).

*1. Travel outside the Corporate Limits of the Member's Home. A TDRL member is authorized TDY travel and transportation allowances:

- a To and from a medical facility for required periodic physical examinations, and
- b To, from, and during a hearing, when under an order to appear before a PEB.

*Appointed attendant or escort TDY travel and transportation allowances may be authorized/approved per Agency/Service regulations IAW par. U7250-C. 'Other than economy/coach' seating accommodations, if necessary for medical reasons, must be authorized/approved IAW par. U2810-A requirements.

2. Local Travel

- a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U2800-B) transportation expenses reimbursement is under Ch 2, Part L.
- b. For this travel, the member's home is the PDS.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

- 1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or
- 2. For TDY, if an outpatient.

U7252 TRANSFER OF A MEMBER PATIENT TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)

A. Travel and Transportation Allowances

- 1. An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable.
- 2. Advances may be made against such allowances to the attendant/escort. See par. U7250.
- 3. Advances must be IAW Service instructions.

B. Transportation in Kind. When transportation in kind is furnished, the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations.

U7253 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER (VAMC)

A. Discharged from the Service upon Entry into a Medical Facility. If a member, in the care of an attendant/escort, is ordered to St. Elizabeths Hospital, an HHS medical facility, or a VAMC:

1. In the locality of the member's home and then discharged, there is no authority for travel and transportation allowances upon discharge from a medical facility.
2. Not in the locality of the member's home, the member is authorized 'MALT Plus' from the medical facility to member's home. See par. U5105-B2.

B. Not Discharged from the Service upon Entry into a Medical Facility. If transferred to St. Elizabeths Hospital, an HHS medical facility, or a VAMC for observation and treatment (as distinguished from transfer for immediate discharge), a member is authorized travel and transportation allowances in Ch 5, Part B upon discharge from a medical facility.

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PART J: FUNDED REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATION (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED R&R LEAVE TRANSPORTATION

A. Policy

- *1. [DoDI 1327.06](#), subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation.
- *2. Under [DoDI 1327.06](#), upon traveler request, the applicable COCOM Commander or the designated representative, who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in DoD's best interest.
- 3. All restrictions outlined in [DoDI 1327.06](#) apply to the USCENCOM R&R Leave program, unless otherwise directed in this regulation.
- 4. Each non DoD Service should consult its Service issuances.

B. General

- 1. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.*
- 2. Accommodations. TDY travel and transportation accommodations regulations apply to R&R travel.
- 3. Arranging Official Travel. See par. U2400.
- 4. Commercial Aircraft Use. See par. U3500.
- *5. Legal Authority for this Part. [10 USC §1599b](#) and [22 USC §4081\(6\) and \(8\)](#).

C. Eligibility

- 1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.
- 2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:
 - a. Standard Tour: One per 12 month period.
 - b. Contingency Tour:
 - (1) One per contingency tour, except as indicated below in item 5.
 - (2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).
 - (3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.
 - c. Extended Tour: Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave (see par. U7300-E5c).

*3. R&R Travel Combined with other Authorized Travel. *Unless it is requested by the traveler*, travel under the R&R leave program may not be combined with liberty, administrative absences, TDY, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel or paternity leave (see [DoDI 1327.06](#), Enclosure 2, par. 1j(9)(d) for paternity leave), the COCOM Commander may authorize the combined travel/leave, provided it is in the GOV'T's best interest.

4. 60 Consecutive Day Requirement

- a. R&R may be taken after 60 consecutive days, in the APP U location, are completed.
- b. The COCOM Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

5. Voluntary Extension

- a. A DoD member who volunteers for a 12 month extension in the Operation Enduring Freedom or Operation New Dawn (formerly Iraqi Freedom) Area of Operations, subsequent to a 12 month or longer rotation is permitted transportation for an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave (see par. U7300-E5c).
- b. Transportation for the R&R leave period is authorized only between the first deployed period termination and the voluntary extension start.

6. Non DoD Services. Each non DoD Service should consult its Service written material.

D. R & R Locations/Destinations. APP U lists authorized R&R locations/destinations.

1. R&R Location. A location must meet the requirements of [DoDI 1327.06](#) and be designated by one of the authorities listed in par. U7300. *Do not send designation requests to PDTATAC.*

2. R&R Destination. The authorized R&R destination, determined IAW [DoDI 1327.06](#), is listed in APP U.

3. Alternate Destination

- a. A traveler may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.
- b. Travel to and from the alternate destination is official travel, so available contract city pair airfares may be available for use.
- c. *If the traveler travels to a more expensive alternate destination, city pair airfares are not authorized to/from the alternate destination.*

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

EXAMPLE 1	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	\$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

EXAMPLE 2	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city pair airfare between OCONUS Location A and OCONUS Location B is:	\$980
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

5. Location Designation/Redesignation

a. Designating Authorities. The following are designating authorities for R&R locations/destinations:

- (1) DoD Services: PDUSD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;
- (4) U.S. Coast Guard: Commandant (CG-122), U.S. Coast Guard.

b. Designation/Re-designation Requests. DoD Services must send designation requests through COCOM Command channels to PDUSD (P&R) IAW [DoDI 1327.06](#).

E. Transportation

1. Limitations. R&R transportation is only for uniformed members and civilian employees. For civilian employee R&R travel see JTR, par. C7750.

2. Restrictions

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. U2400.

4. Reimbursement. Reimbursement must not exceed the GOV’T procured transportation cost between a traveler’s PDS and the authorized destination as determined in par. U7300-D2.

5. Time Limitation

a. Standard Tour: The traveler must have served more than 90 days in the R&R location prior to taking the 1st R&R leave.

b. Contingency Tour: The traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

U7305 TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION

A. Authority. Under regulations prescribed by the Secretary Concerned, an eligible member may elect up to:

1. 15 days (for personnel completing an overseas tour of 12 or fewer months), or

2. 20 days (for personnel completing an overseas tour longer than 12 months)

*of SR&R absence ([DoDI 1327.06](#), Encl. 2, subsec. 6.f).

B. Eligibility. A Uniformed Service member must meet the following [DoDI 1327.06](#) requirements:

1. Be entitled to basic pay,

2. Have a specialty designated for SR&R purposes,

3. Complete a tour of duty at a designated OCONUS PDS,
4. Extend that tour for not less than a year, and
- *5. Does not elect a non transportation option under [10 USC §705](#).

C. Transportation

1. Authorized Transportation. GOV'T funded round trip transportation is authorized between the OCONUS PDS and:

- *a. The nearest CONUS aerial POE ([10 USC §705\(a\)](#)), or
- b. An alternate destination NTE the cost of round trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.

2. GOV'T/GOV'T Procured Transportation. Round trip GOV'T/GOV'T procured transportation is authorized and must be used, if available.

3. Commercial Transportation. If GOV'T/GOV'T procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. U2400).

4. Reimbursement. Transportation reimbursement:

- a. Is authorized for:
 - (1) Transoceanic travel and overland air travel (par. U5116-D),
 - (2) Overland surface travel at actual cost, and
 - (3) POC travel at actual cost (par. U4915-B).
- b. Round trip transportation reimbursement to an alternate destination **must not exceed** the round trip transportation cost between the OCONUS PDS and the nearest CONUS aerial POE.

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R travel while en route to and from or while at the SR&R leave location.*

E. Contract City Pair Airfares. Travel to and from the alternate location is official travel, and contract city pair airfares may be used but only if the contract city pair airfare to the alternate destination does not exceed the cost of the contract city pair airfare to the nearest CONUS aerial POE.

F. Transportation Reimbursement Examples

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

1. **Example 1**

<u>Example 1</u>	
Member's PDS is in an OCONUS location and the nearest CONUS aerial POE is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	\$1,200
City pair airfare to Location B =	\$1,400
POLICY CONSTRUCTED AIRFARE to Location B =	\$1,600
Since transportation to Location B is more expensive than transportation to Location A, city pair airfare may not be used to Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

2. **Example 2**

<u>Example 2</u>	
Member's PDS is in an OCONUS location and the nearest CONUS air port is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	\$1,200
City pair airfare to Location B =	\$ 980
Since transportation to Location B is less expensive than transportation to Location A, the member is authorized city pair airfare to Location B (\$980) NTE the \$1,200 cost to Location A.	

PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A NON FEDERALLY SPONSORED HONOR AWARD

U7325 GENERAL

A. Authority. GOV'T funded travel and transportation allowances may be authorized for travel to receive an honor award sponsored by a non Federal organization provided the award is closely related to the:

1. Traveler's official duties, and
2. Service/agency's functions and activities ([55 Comp. Gen. 1332 \(1976\)](#)).

*B. Authorization/Approval for Other Reasons. When attendance at the meeting/convention at which the award is given has been authorized/approved for another reason, no further order is required for the traveler to accept an award ([37 USC §455](#)).

U7326 PERSON ACCOMPANYING THE TRAVELER

Travel and transportation at GOV'T expense may be authorized for an individual to accompany the traveler receiving an honor award. The individual must be related by blood/affinity, or one whose close association with the traveler is the equivalent of a family relationship (APP E1, par. C-5).

U7327 ALLOWABLE EXPENSES

TDY transportation and per diem/AEA are payable.

U7328 REIMBURSEMENT RESTRICTION

There is no authority for a traveler authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

U7329 REGISTRATION FEES

See APP R2, par. E.

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PART Q: TRAVEL OF AN ESCORT OR AN ATTENDANT OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort

1. Any person who, IAW a travel order (or ITA for a person not a member or a GOV'T employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone.
2. The member's commanding officer or the AO may appoint an escort.

B. Attendant

1. Any person who, IAW a travel order (or ITA for a person not a member or a GOV'T employee), accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally.
2. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs.
3. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility.
4. A competent medical authority appoints an attendant.

U7551 GENERAL

A. Authority. Escort/attendant travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

B. Travel Order. A travel order (or ITA for a person not a member or a GOV'T employee) for an escort/attendant travel must cite par. U7551 as authority.

C. Travel of a Member's Escort/Attendant. For travel of a member's escort/attendant, see Ch 7, Part I.

D. Circumstances. This Part prescribes the travel and transportation allowances payable for a dependent's escort/attendant. This travel may be authorized under the following circumstances, for:

1. 1-Year Period. Any person to escort a dependent(s) within the 1-year period after the member:
 - a. Dies,
 - b. Is declared missing,
 - c. Is injured (see par. U5241), or
 - d. Is otherwise unable to accompany the dependent.
2. Dependent Cannot Travel Alone. A person to travel as an escort/attendant for a dependent accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent cannot travel alone;

3. Non concurrent PCS Travel

- a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS.
- b. Round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized.
- c. GOV'T transportation must be used on a space required basis when available. If not available, allowances are IAW par. U7552;
- d. *Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

4. Unusual/Emergency Circumstances

- a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual/emergency circumstances in pars. U5240 and U5900.
- b. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination.
- c. GOV'T transportation must be used on a space required basis as the directed mode when available. If not available, allowances are IAW par. U7552;
- d. *Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

5. Evacuation. Any person to escort a dependent authorized transportation from the member's PDS incident to an evacuation under par. U6004-B (OCONUS) or U6050-A (CONUS), and who (the dependent) is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances ICW dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

6. Medical Facility Transfer. A member to accompany a dependent as an escort/attendant when the dependent, requiring an escort/attendant to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients);

7. Member's Burial Ceremony or Memorial Service. Any person authorized to accompany a dependent, authorized transportation to attend a member's burial ceremony or memorial service (see par. U5242) as an escort/attendant;

8. Student Diagnosis/Evaluation

- a. Any person authorized to accompany a student when travel is necessary because medical/educational authorities request a student diagnosis/evaluation under [DoDI 1342.12](#).
- *b. See [DODI 1342.12](#) for tuition free handicapped DoDEA students, and one/both of the student's parents/guardians are present to participate in the diagnosis/evaluation (par. U5260-C) or to escort the student; or

9. Travel to a Repatriation Site. Any person to travel as an attendant to accompany a dependent authorized to travel to a repatriation site (see par. U5258) and the family member cannot travel alone.

U7552 MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

A member escort/attendant under this Part is authorized TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

A U.S. GOV'T civilian employee escort/attendant, traveling under par. U7551-D1, U7551-D2, U7551-D5, U7551-D7, or U7551-D8, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See JTR, par. C7100 or C7105.

U7554 ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

1. A person other than a Uniformed Service member or U.S. GOV'T civilian employee, designated to travel as an escort/attendant for a dependent, should be issued an ITA.
2. This individual is authorized the same transportation and travel allowances as a DoD civilian employee.
3. See APP E for ITA information.

U7555 FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)

The travel and transportation allowances authorized for an escort/attendant for a dependent may be paid in advance.

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PART S: RESERVED

***For uniformed member travel expenses not payable by the GOV'T,
see pars. U1000-D1, U1000-D2, and U1030.**

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**PART T: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)
TRANSPORTATION**

U7660 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

*A. Policy. FEML policy is established in [DoDI 1327.06](#) (Leave and Liberty Procedures), subsection 1.j.(8). This policy has been adopted for and applies to all Uniformed Service members.

B. Eligibility

NOTE: Once a member/dependent meets FEML eligibility, unless otherwise prohibited in par. U7660, the member/dependent is authorized FEML and it is not discretionary.

1. Traveler. A traveler is eligible for FEML if stationed at an authorized FEML PDS for 24 or more consecutive months (to include a 12-month tour extended for an additional consecutive 12 months).

NOTE: When a traveler on a 12-month without dependent tour to a FEML area extends for a consecutive second 12 month tour, the traveler is only eligible for one funded leave transportation program, the COT (member only), RAT (civilian employee only), or the FEML leave transportation program, but not both.

2. Dependent. The dependent of a traveler serving an accompanied tour at the FEML PDS is eligible for FEML if:

- a. Command sponsored (member only)/authorized (DoD civilian employee), and
- b. Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility.

C. Dependent Travel

- 1. A dependent may travel independently of the member and may travel even if the member does not.
- 2. Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

D. Number of FEML Trips

1. The number of FEML trips an eligible traveler/dependent may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months	2
Tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
- c. Uniformed Member: A member taking IPCOT assignments is authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the member then serves a 36 month IPCOT, the member would be eligible for two FEML trips during that second 36 month tour.

E. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or the end of the 24 or 36 month tour.
2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36 month tour.
3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)).

F. Waiver Authority. A major command is authorized, on a case by case basis, to waive the six month or three month rule when appropriate. A major command is ordinarily commanded by a 4 star (3 star for Marine Corps) flag officer.

G. FEML Combined with other Travel. *FEML may be taken ICW any other funded leave transportation program or official travel.*

H. FEML Locations/Destinations. See APP S for a list of authorized FEML locations/destinations.

- *1. FEML Location. To qualify, a location must meet the requirements of [DoDI 1327.06](#) and be designated by an authority listed in par. U7660-H5.
2. FEML Destination. The authorized FEML destination, determined IAW [DoDI 1327.06](#), is listed in APP S.
3. Alternate Destination(s). A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares *may* be available for use. *If a traveler travels to more expensive alternate destination(s), city pair airfares are not authorized to any of the alternate destination(s).*
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

Example 1	
A traveler's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city pair airfare between Bahrain and Frankfurt, Germany.	
The POLICY CONSTRUCTED AIRFARE (APP A1) (incorporating some city pair airfare connections) is \$1,200.	
The traveler desires to utilize FEML to Boston, MA.	
Round trip city pair airfare to/from Boston:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city pair airfare may be used to/from Boston. The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

Example 2	
A traveler's PDS is in Brazil and the authorized destination is Miami, FL.	
The traveler desires to utilize FEML to St. Louis, MO.	
Round trip city pair airfare between Brazil and Miami is:	\$980
Round trip city pair airfare from Brazil to St. Louis is:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from Miami, FL, the traveler is authorized city pair airfare to/from St. Louis (\$840) NTE the \$980 cost to/from Miami.	

5. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: DASD (MPP) IAW [DoDI 1327.06](#);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through COCOM Command channels to DASD (MPP) IAW [DoDI 1327.06](#).

I. Transportation

1. Traveler/Dependent. The traveler and dependent may travel together or independently.

2. Restrictions. A traveler/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to/from the authorized destination.

NOTE: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. Commercial air transportation must be IAW par. U2400.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. U4925).
- b. Reimbursement is NTE the GOV'T procured transportation cost between a traveler's PDS and the authorized destination plus the ground transportation cost (par. U7660-I4a).

5. Transportation Funded by a Host Government. If a host government provides funded transportation that is comparable to FEML to an eligible traveler, an FEML trip may not also be provided.

J. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML travel while en route to and from or while at the FEML leave location.*

K. Dual Allowances. A traveler/dependent may not receive dual allowances. Therefore, the traveler's spouse (or other dependent), serving at the PDS as a traveler of the same or another U.S. GOV'T agency, is eligible for FEML travel as the traveler's dependent ***provided*** the other agency does not provide comparable allowances.

Example: A member/employee is married to a member/employee. They have two children. The member/employee are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member/employee may take separate FEML trips and each child may accompany one parent, but not both.

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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 (par. U3520-C8).

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' Congressional travel are first class (FC), and business class (BC) (par. U3520-C8).

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PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS

U7800 GENERAL

This Part applies to Armed Forces members who are authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition IAW:

- *1. [10 USC §717](#), [37 USC §420](#), *and*
- *2. [DoDI 1330.04](#) for DoD members (and Coast Guard when operating as a service of the Navy), *or*
- *3. [COMDTINST 1710.13 \(series\)](#) for Coast Guard members.

U7801 POLICY

A. General. An Armed Forces member may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized under par. U7800.

B. Authorization/Approval. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) is authorized/ approved by the Secretary of State.

C. Participation. Participation in other international competitions is contingent upon a Secretary of State determination that U.S. interests are served by participating in each such event.

U7803 ALLOWANCES

An Armed Forces member, who is authorized to attend, train for, and/or participate in the competitions in par. U7801, is authorized TDY travel and transportation allowances.

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PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. Travel to specialty care over 100 miles applies in the following special circumstances:

1. TRICARE Prime Enrollee

a. Conditions. The patient must be a TRICARE Prime enrollee referred by the primary care manager (PCM) for medically necessary nonemergency specialty care more than 100 miles from the PCM's office.

b. Mileage Determination. The Military Treatment Facility (MTF), at which the TRICARE Prime member is enrolled, or the Lead Agent (if the TRICARE Prime member is enrolled with a civilian PCM) determines if the specialty care is more than 100 miles from the PCM.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. U7960-A1a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

2. Retired Member with a Combat Related Disability

a. Conditions. The patient must be a retired member with a combat related disability, who is not a TRICARE Prime enrollee, referred by a primary care provider for follow-on specialty care, services and supplies, for that particular disability, more than 100 miles from the primary care provider's office.

b. Mileage Determination. The TRICARE Regional Office located in the region where the retiree resides determines if the specialty care is more than 100 miles from the primary care provider's office.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. U7960-A2a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by a primary care provider.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity/Health Plan Operations memo of 14 July 2009; and USD (P&R) memo of 31 August 2009.

B. Applicability

1. Authorized. Travel under this Part may be provided to a:

- a. Covered beneficiary enrolled in TRICARE Prime; and/or
- b. Retired member/dependents (IAW par. U7960-A) if the retiree/dependents are TRICARE Prime enrollee(s); and/or
- c. Retired member *with a combat related disability*, who is not a TRICARE Prime enrollee.

2. Not Authorized. The following are not authorized travel under this Part:

- a. Active duty members (par. U7252); and
- b. Dependents overseas authorized travel under par. U5240-C.

C. Transportation

1. General. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved.

- a. GOV'T Transportation Used. When practicable, GOV'T transportation should be used.
- b. GOV'T Transportation Not Used. When GOV'T transportation is not available, or is not practicable, patients may be transported by one of the following modes:
 - (1) GOV'T procured commercial transportation, and/or
 - (2) Personally procured commercial transportation (par. U2400), and/or
 - (3) POC.

2. Reimbursement

a. Personally Procured Commercial Transportation Used. Reimbursement:

- (1) Is authorized for the actual cost of the transportation used,
- (2) Must not exceed the GOV'T's cost if GOV'T/GOV'T procured transportation is available, and
- (3) Is authorized for actual expenses incurred for the round trip transportation cost between:
 - (a) Home and terminal, and
 - (b) Terminal and the specialty care provider facility, and
 - (c) The specialty care provider facility and lodging (for all trips the patient must make between these two places). The transportation mode used should be the least costly mode available that adequately meets the patient's needs.

b. POC Used. Reimbursement:

- (1) 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) for the patient's round trip travel between the transportation terminal, specialty care provider facility, and lodging.
- (2) Must not exceed the GOV'T's cost if GOV'T/GOV'T procured transportation is available.

c. GOV'T Procured Transportation Used. Reimbursement is authorized for actual expenses incurred for the round trip transportation cost between:

- (1) Home and terminal, and
- (2) Terminal and the specialty care provider facility, and
- (3) The specialty care provider facility and lodging (for all trips the patient must make between these two places).

3. Reimbursement Limitation. Reimbursement may not be on a commuted basis, such as a mileage allowance for transportation cost ([B-202964, 23 February 1982](#)).

D. Lodging and Meals

1. Authorized Reimbursement. Reimbursement NTE the locality per diem rate for the location concerned is authorized for the actual cost of the patient's:

- a. Lodging (including tax, tips, and service charges), and
- b. Meals (including tax and tips, but not including alcoholic beverages).

2. Reimbursement Limitations. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the specialty care provider (medical or dental) facility location per diem rate.

3. Lodging Tax

a. CONUS and Non-foreign OCONUS Locations (APP A). Lodging tax is:

- (1) Not included in the locality per diem lodging ceiling.
- (2) A reimbursable expense (APP G) except when 'MALT Plus' for POC travel is paid.

b. Foreign OCONUS Locations (APP A). Lodging tax is:

- (1) Included in the locality per diem lodging ceiling.
- (2) Not a reimbursable expense (APP G).

E. Reimbursable Expenses. Reimbursement is not authorized for expenses not specifically authorized in par. U7960-D. *Other expenses in APP G are not authorized.*

F. Administrative Provisions

1. An order authorizing/approving patient transportation to a specialist for medical care must cite par. U7960 as authority.

*2. A written statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW [10 USC §1074](#) must support the order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

A. General. If a patient meets the par. U7960-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant.

B. Requirement. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.

C. Travel and Transportation Allowances. Allowances are authorized, as stated, for the following persons as an attendant:

1. Uniformed Member as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.

2. A Civilian Employee as an Attendant. A U.S. GOV'T civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.

3. Another Person as an Attendant

a. A person other than a uniformed member or U.S. GOV'T civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, is issued an ITA or included in the patient's order and identified as an attendant.

b. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D.

D. Reimbursement Limitation. The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas costs when traveling by POC).

E. Beneficiary Questions Regarding Nonmedical Attendant Allowance. A beneficiary with questions about the nonmedical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

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

*B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR/JTR, Chs 3, Part D and Chs 2, Part L.

*C. Voucher Submission. [DoDFMR, Vol. 9, Travel Policy and Procedures](#) prescribes the voucher submission requirements, with supporting authority. Funds are obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>ATM Use (Civilian Employee).</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>*3. DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p>			X	X
<p>ATM Use (Uniformed Member)</p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT.</p> <p>*3. DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p>	X	X		
<p>Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation (APP A1 'Baggage' definition) costs may be authorized/approved by the AO (JFTR, par. U3105 and JTR, par. C3105). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.</p>	X	X	X	X
<p>Baggage Expenses. Reimbursement may be authorized/approved for necessary travel and transportation related baggage expenses 'handling' incurred on official business per the AO determination. This includes expenses for accompanied baggage that accompanies a traveler without cost on a transportation ticket such as baggage transfer fee when authorized. Charges relating to bags may be reimbursed as baggage or excess accompanied baggage expenses (APP A 'Baggage' definition) when the Service/Agency determines the baggage and related expenses are necessary and in the GOV'T's interest. Baggage expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission. Reimbursable expenses include:</p> <p>1. <u>Baggage Transfer</u>. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel.</p> <p>2. <u>Baggage Storage</u> when charges are result of official business (with explanation).</p> <p>3. <u>Curbside Baggage Check In Fee</u></p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>a. Uniformed Member. <i>Reimbursement of a fee charged for the use of optional curbside baggage check in service is not authorized.</i> A tip, separate from the fee itself, is reimbursable.</p> <p>b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</p>				
<p>Baggage Handling Tips. Reimbursement is authorized/approved for necessary travel and transportation related baggage handling tip expenses incurred on official business per the AO determination. Baggage handling tip expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission.</p> <p>1. Uniformed Member</p> <p>a. Transportation Terminal. Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. Lodging Establishment. Reimbursement is authorized <i>only</i> for transportation related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7460-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</p>	X	X	X	X
Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
<p>Check Cashing.</p> <p>1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.</p> <p>2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.</p>	X	X	X	X
Check Costs. The cost of no load electronic financial cards, traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X
Communication Services. GOV'T owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones, subscriber identity module (SIM) cards) or in flight communication services are not reimbursable unless the AO can determine they were used for official business.</i>		X		X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR/JTR, Chs 3, Part D.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Currency Conversion Fees	X	X	X	X
<p>1. <u>Reimbursable</u></p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The “international transaction fee” for official qualifying transactions charged by:</p> <p>(1) <u>GTCC</u>. This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) <u>Other than GTCC</u>. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this charge on a non GTCC billing statement is reimbursable.</p> <p>2. <u>Not Reimbursable</u>. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.</p> <p>3. <u>Exchange Rates</u>. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.</p> <p>4. <u>Supplemental Vouchers</u>. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.</p>				
<p>Conveyance, Government. When a GOV'T conveyance is authorized, reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are:</p> <ol style="list-style-type: none"> 1. Gasoline and oil; 2. Parking fees; 3. Repairs; 4. Ferry fares; 5. Bridge, road or tunnel tolls; 6. trip insurance for travel in foreign countries (APP G, Insurance, Driving Related); 7. Guards; and 8. Storage fees. 		X		X
<p>Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.</p>	X	X	X	X
<p>Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.</p>		X		X
<p>Energy Surcharge Fees</p>	X	X	X	X
<p>Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p>GTCC</p> <p>*1. <u>Late Payment Delinquent Fees.</u> Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements.</p> <p>2. <u>Expedited Delivery.</u> Reimbursable when authorized/approved by the AO.</p>		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
3. <u>Chip/PIN Card Issue Fee</u> . Reimbursable when authorized/approved by the AO.				
<u>Guide Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Insurance, Driving Related</u> . Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X
<u>Interpreter Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Laundry/Dry Cleaning Expenses (Civilian Employee Only)</u> 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY or PCS travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.			X	X
<u>Laundry/Dry Cleaning Expenses (Uniformed Member Only)</u> 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense up to an average of \$2/TDY night, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16), etc. <i>NOTE: Laundry/dry cleaning/pressing costs are a reimbursable expense and should only be reimbursed when a cost is incurred. Example: Member is TDY for 18 days (17 nights) - maximum possible reimbursement is \$34. Member incurs \$17 for laundry costs. The amount claimed and reimbursed should be \$17 as it does not exceed the allowable \$34 maximum. The member may not arbitrarily claim or be paid \$34.</i> 2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the significantly higher locality IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X		
<u>Legal Service Fees</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<u>License/Permit, International Driver's</u> 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad. 4. <i>This reimbursement applies only to a member/employee but not dependents.</i>	X	X	X	X
<u>Lodging, Dual</u> . Reimbursable ICW an unexpected event, when approved after the fact (except as provided in par. U4135-B2) by the AO. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
<u>Lodging Fees/Daytime Lodging Charges</u> . Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
<u>Lodging, Mandatory Fees/Charges</u> . Separately reimbursable, in addition to room rate, when the expense is: a. not optional; and		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
b. approved by the AO. Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'				
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
Lodging Tax (except when 'MALT Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .	X	X	X	X
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Mission Related Expenses. Mission related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975 ; B-198823, 10 December 1980 ; and B-198824, 23 January 1981 .				
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/canceled/interrupted. *3. 59 Comp. Gen. 609 (1980) , 59 id. 612 (1980) , 60 id. 630 (1981) , and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X
*Paper Tickets. Any additional paper ticket cost is reimbursable when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i>	X	X	X	X
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round trip to the terminal are authorized. JFTR, par. U4925 and JTR, par. C4760.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. General. Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's),	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>b. Uniformed Member. Reimbursement authority is for a member who is:</p> <p>(1) Assigned to a foreign OCONUS area,</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or</p> <p>(3) Emergency Technical Support Personnel. See item 5 below.</p> <p>c. Civilian Employee. Reimbursement authority is for an employee who is:</p> <p>(1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at GOV'T expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>(5) Emergency Technical Support Personnel. See item 5 below.</p> <p>d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. Acquired Dependent (Uniformed Member Only). A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. Visa, Green card, and Photograph Fee for OCONUS Travel. These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (USCIS Form I-551). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. GOV'T empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p> <p>8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti malarial prophylaxis) as stated in this APP.</p> <p>*9. Passport Fees. An official traveler ordinarily travels on a no fee passport. The three types of U.S. passports are: book, card,</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>*10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. Order for Visas and Physical Examinations. An order should be issued to authorize/approve (JFTR/JTR, pars. U2210/C2210 and JTR, APP I2)) travel and transportation at GOV'T expense to:</p> <p>a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<p>Personal Expenses. <i>Personal expenses are NOT reimbursable.</i> These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</p>				
<p>Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.</p>	X		X	
<p>Phone Calls (Official)</p> <p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),</p> <p>b. Should limit communications to a dollar amount in advance of the TDY, and</p> <p>*c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p>Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p>Prepaid Phone Cards/Cell Phones. See Communication Services.</p>				
<p>Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.</p>	X	X	X	X
<p>CIVILIAN EMPLOYEE ONLY:</p> <p>Privately Owned Conveyance Tax and License Fee (B-214930, 1 October 1984).</p> <p>A. General. Some states:</p> <p>1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and</p> <p>2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.</p>				X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>B. <u>Traveler Paid Charges</u>. If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and licensing fee by the TDY state the traveler is reimbursed for such fees if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. POC use is authorized as being to the GOV'T's advantage ICW a TDY assignment (see par. C4725). 2. The traveler's PDS is not the state in which the TDY assignment is performed. 3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC. <p>C. <u>Documentation</u>. Payment documentation of the state imposed charges in the state in which the TDY was performed may be required.</p>				
<p>Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable:</p> <ol style="list-style-type: none"> 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie down fees. 		X		X
<p>*Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is NOT a reimbursable expense per JFTR/JTR, pars. U1215/C1215. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.</p>				
<p>Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.</p>		X		X
<p>Rental Car Reimbursable Expenses. See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</p> <p><i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i></p>		X		X
<p>Reports/Correspondence Preparation Services (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission related expenses.</p>		X		X
<p>Resort Fees. Resort fees, <i>that are mandatory</i>, are authorized.</p>	X	X	X	X
<p>*Room Rental. Reimbursable when authorized/approved by the AO only when used for official business.</p>		X		X
<p>Service and Processing Fees.</p> <ol style="list-style-type: none"> 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: <ol style="list-style-type: none"> a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement. 	X	X	X	X
<p>Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses</p> <p><i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.</i></p> <ol style="list-style-type: none"> 1. <u>CTO Use</u>. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed. 2. Reimbursable Expenses. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the</i> 		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><i>following expenses are reimbursable:</i></p> <p>a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.</p> <p>b. Rental cost, tax and local assessments on rental vehicle users.</p> <p>c. Necessary gas and oil.</p> <p>d. Aircraft landing and tie down fees.</p> <p>e. Transportation to and from the rental facility, public transit systems, and taxi fares.</p> <p>f. Parking; ferry fares; bridge, road and tunnel tolls.</p> <p>g. Traveler access fee (when charged).</p> <p>h. Garage, hangar, or boathouse rental.</p> <p>i. Operator's subsistence.</p> <p>j. Optional extra collision hull insurance for rental aircraft.</p> <p>k. Mandatory rental car insurance coverage required in foreign countries.</p> <p>l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non standard equipment.</p> <p>m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.</p> <p>n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.</p> <p>*o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. See B-204486, 19 January 1982.</p> <p>p. Breathalyzer installed in rental car when required in foreign country. See item 3e below.</p> <p>q. <u>Rented Motor Vehicle Damage</u></p> <p>*(1) <u>DoD Travelers</u>. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the DoDFMR, Volume 9, Ch 4. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)). 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/.</p> <p>(2) <u>Uniformed Non DoD Service Member</u>: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>r. Necessary nonstandard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</p> <p>3. <u>Expenses that Are Not Reimbursable</u>. The following expenses are <i>not</i> reimbursable:</p> <p>a. <u>Personal Accident Insurance</u>. Personal accident insurance is a personal expense and is not reimbursable.</p> <p>b. <u>Rental Car Insurance in the U.S./Non-Foreign OCONUS Location</u>. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. <i>See 2o above for classified operations.</i></p> <p>c. <u>Damage to Rental Car when Being Used on Other than Official Business</u>. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. Example: TDY</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p><i>ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</i></p> <p>d. <u>Purchase of Equipment</u>. The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.</p> <p>e. <u>Breathalyzer Replacement Fee</u>. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities.</p>				
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized. <i>Purchased (as opposed to rental) technology equipment (e.g., laptop, computer peripherals or software) is not reimbursable. For example, reimbursement of rent (or lease) to own of technology equipment is not authorized.</i>		X		X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X			
Tips for Handling GOV'T Property. Transportation related tips for handling GOV'T property at terminals and lodgings are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.		X		X
Tips, Transportation Related. Transportation related tips for taxis, limousines, and courtesy transportation are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U4925 and JTR, par. C4760		X		X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
Visa and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

PART 1: DoD MEMBERS

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

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

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>Note</i>
Prague	36	24		
Vyskov	24	12	08-11-11	16
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	11
Dominican Republic	36	24		
Ecuador	36	18		
Manta	N/A	12		
Egypt (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
El Salvador	N/A	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	11
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	11
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	N/A	12	04-18-97	17

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>Note</i>
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	11
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	N/A	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
*India (except as indicated)	24	12		
*New Delhi (Personnel assigned to ODC)	*36	*24	*11-09-12	*18
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>Note</i>
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
Johnston Atoll	N/A	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	11
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	36/24	12	03-2-09	4, 7
Chongju AB	N/A	12		4
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		4, 5, 6
Gwangju AB (ROK)	N/A	12		4
Joint Security Area	N/A	12		4

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Kunsan AB (US)	N/A	12		4
Mujak/Pohang	N/A	12		4
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		4, 5, 6
Kuwait	24	12		9
Kyrgyzstan	24	12		
Laos	N/A	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	15
Libya				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	N/A	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	N/A	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	N/A	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
Norway	36	24	07-07-04	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		8
Panama (except as indicated)	36	24		
Galeta Island	N/A	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
Poland				
Bydgoszcz	24	24	10-21-05	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Oradea	24	12	09-30-11	15
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	11
Rwanda				
Kigali	24	24	10-17-11	
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		8
Eskan Village, Riyadh	24	12	07-18-08	13
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	11
Serbia				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	11
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Trencin	24	12	09-16-11	10
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		
Izmit	N/A	12		
Karatas	24	12		
Malatya	24	12		
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	N/A	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		
Yemen, Republic of	36	24	06-30-08	15
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a member assigned to a duty station within Alaska or within Hawai'i are outlined in [DoDI 1315.18](#), par. E3.1.
2. Dependents are permitted only when GOV'T QTRS are available.
3. A maximum 48-month tour is permitted for Navy personnel.

4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
 5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
 6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
 7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
 8. Due to threat levels, dependents are not currently authorized at this location.
 9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
 10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
 11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."
- Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.
- Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
 13. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
 14. USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

15. May be accompanied by adult dependents age 18 years or older.

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

17. As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

***18.** OSD (P&R/OEPM) memo dated 8 November 2012 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), New Delhi, India.

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