

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 322****1 OCTOBER 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 October 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)

**STEVEN E. DAY**  
RADM, USCG  
Director, Reserve and Military Personnel

**DR. RUSSELL BELAND**  
Deputy Assistant Secretary of the Navy (MPP)  
(Manpower and Reserve Affairs)

**MICHAEL S. DEVANY**  
RADM, NOAA  
Director, NOAA Corps

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

**SCOTT F. GIBERSON**  
RADM, USPHS  
Director, Division of Commissioned Corps  
Personnel and Readiness

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

**MAP 004-13(R) -- PCS for Selected Reserve**. Authorizes limited permanent change of station (PCS) allowances for Selected Reserve members filling a critical vacancy in another unit over 150 miles away after being involuntarily separated. This change authorizes PCS allowances for the member, dependents and HHG when the member is involuntarily separated due to force structure restrictions between 1 October 2012 and 31 December 2018. Affects pars. U5400-C, U5630-C, U5705-B, and U7165.

**MAP 055 -13(E) -- Early Return of Foreign Born Dependents**. Clarifies that an early return of foreign-born dependents may be authorized from the current PDS to an alternate location within a foreign country when the PDS is within the country of the dependents' origin. Affects pars. U5215-B2, U5222-D1d(2), U5240-F4, U5900, and U5920-D1.

**MAP 100-13(I)/CAP 100-13(I) -- Add CBCA Decision Reinforcing Travel During Reasonable Hours**. Adds CBCA Decision 3211-TRAV; dated 30 July 2013 to the JFTR/JTR, pars. U4410-A6/C4410-A-6, and APP O, reinforcing that a traveler is not required to travel between 2400-0600, if there is a more reasonable schedule that meets mission requirements. Travel the day after conclusion of agency business is appropriate to avoid travel during those hours. Affects par. U4410-A6, and APP O, par. T4030-F.

**MAP 103-13(I)/CAP 103-13(I) -- Reduced Per Diem – Laundry Expenses**. Corrects the number of days considered for laundry expenses when a reduced per diem rate is authorized. Affects par. U4095-G.

**MAP 106-13(I) -- USCG Premium-Class Travel Authorization**. When USCG funds are used for official travel, first-class travel accommodations must be authorized/approved by the Secretary of Homeland Security and business-class accommodations by the USCG Commandant or Vice Commandant (regardless of the transportation mode or costs); with no further delegation authority. The above changes are effective 14 August 2013. Affects pars. U3505, U3510-A, U3600 NOTE, and U3650 NOTE.

**MAP 111-13(I)/CAP 111-13(I) -- Remove References to DOMA (1 USC §7).** The Supreme Court struck down section 3 of the Defense of Marriage Act (DOMA) (1 USC §7) which stated that marriage was between one man and one woman in case docket No. 12-307, decided on 26 June 2013. Based on the Supreme Court decision, all references to 1 USC §7 are being removed from the JFTR/JTR. Affects APP A.

**MAP 114-13(I)/CAP 114-13(I) -- APP Q, RC Member Exception to OCONUS Tour.** OSD/OEPM policy exempts RC members from serving the tour lengths and requested this policy be added to APP Q1. Affects APP Q1.

**MAP 115-13(I)/CAP 115-13(I) -- FY14 Standard CONUS Per Diem Rate.** Change the Standard CONUS per diem rate from \$123 (\$77/\$46) to \$129 (\$83/\$46) effective 1 October 2013. Affects par. U2025-C.

**MAP Items 120(I)-158(I) -- Ch 7 Reorganization.** This item is done ICW the Ch 5 Rewrite. Information in Ch 5, ICW Special Circumstances Travel, is moved to Ch 7. As a result of this move, Ch 7 was reorganized and renumbered. Because of the large volume of information in these items they are being released under one UTD memo, but separate MAP item numbers. Affects all of JFTR and JTR, Chapters 7.

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 322

1 OCTOBER 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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Record of Changes	322	321	320	319	318	317	316	315	314	313	312	311	310	309
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Crosswalk (1-3)	305	305	305	305	305	305	305	305	305	305	305	305	305	305
<b>Chapter 1</b>														
TOC	317	317	317	317	317	317	316	306	306	306	306	306	306	306
Part A	320	320	320	319	306	306	306	306	306	306	306	306	306	306
Part B	320	320	320	305	305	305	305	305	305	305	305	305	305	305
Part C	319	319	319	319	317	317	308	308	308	308	308	308	308	308
Part D	316	316	316	316	316	316	316	302	302	302	302	302	302	302
Part E	320	320	320	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	302
Part Z	302	302	302	302	302	302	302	302	302	302	302	302	302	302
<b>Chapter 2</b>														
TOC	310	310	310	310	310	310	310	310	310	310	310	310	310	304
Part A	322	320	320	319	312	312	312	312	312	312	312	307	307	307
Part B	320	320	320	312	312	312	312	312	312	312	312	310	310	308
Part C	320	320	320	319	311	311	311	311	311	311	311	311	304	304
Part D	320	320	320	315	315	315	315	315	304	304	304	304	304	304
Part E	320	320	320	304	304	304	304	304	304	304	304	304	304	304
Part F	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part G	312	312	312	312	312	312	312	312	312	312	312	304	304	304
Part H	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part I	320	320	320	314	314	314	314	314	314	313	311	311	306	306
Part J	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part K	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part L	320	320	320	304	304	304	304	304	304	304	304	304	304	304
<b>Chapter 3</b>														
TOC	320	320	320	316	316	316	316	304	304	304	304	304	304	304
Part A1	312	312	312	312	312	312	312	312	312	312	312	308	308	308
Part A2	320	320	320	319	312	312	312	312	312	312	312	308	308	308
Part B	312	312	312	312	312	312	312	312	312	312	312	310	310	304
Part C	320	320	320	317	317	317	312	312	312	312	312	311	304	304
Part D	320	320	320	319	316	316	316	312	312	312	312	311	304	304
Part E	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part F	322	320	320	316	316	316	316	312	312	312	312	305	305	305
Part G	322	305	305	305	305	305	305	305	305	305	305	305	305	305
Part H	322	305	305	305	305	305	305	305	305	305	305	305	305	305
Part I	304	304	304	304	304	304	304	304	304	304	304	304	304	304

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<b>Chapter 4</b>														
TOC	318	318	318	318	318	316	316	311	311	311	311	311	310	304
Part A	318	318	318	318	318									
Part B1	322	320	320	318	318									
Part B2	318	318	318	318	318									
Part B3	320	320	320	318	318									
Part B4	318	318	318	318	318									
Part B5	318	318	318	318	318									
Part C	318	318	318	318	318									
Part D	322	318	318	318	318									
Part E	318	318	318	318	318									
Part F	318	318	318	318	318									
Part G	320	320	320	318	318									
Part H	318	318	318	318	318									
Part I	318	318	318	318	318									
Part J	318	318	318	318	318									
Part Z	318	318	318	318	318									
<b>Chapter 5</b>														
TOC	322	319	319	319	311	311	311	311	311	311	311	311	300	300
Part A	311	311	311	311	311	311	311	311	311	311	311	311	276	276
Part B1	278	278	278	278	278	278	278	278	278	278	278	278	278	278
Part B2	319	319	319	319	314	314	314	314	314	303	303	303	303	303
Part B3	314	314	314	314	314	314	314	314	314	303	303	303	303	303
Part B4	320	320	320	314	314	314	314	314	314	290	290	290	290	290
Part B5	320	320	320	277	277	277	277	277	277	277	277	277	277	277
Part B6	317	317	317	317	317	317	312	312	312	312	312	299	299	299
Part B7	320	320	320	311	311	311	311	311	311	311	311	311	300	300
Part B8	310	310	310	310	310	310	310	310	310	310	310	310	310	299
Part B9	312	312	312	312	312	312	312	312	312	312	312	264	264	264
Part C1	320	320	320	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	322	314	314	314	314	314	314	314	314	303	303	303	303	303
Part C4	322	318	318	318	318	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	322	320	320	314	314	314	314	314	314	310	310	310	310	307
Part C7		314	314	314	314	314	314	314	314	299	299	299	299	299
Part D1	321	321	320	308	308	308	308	308	308	308	308	308	308	308
Part D2	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part D3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D4	320	320	320	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	320	320	320	300	300	300	300	300	300	300	300	300	300	300
Part D7	320	320	320	307	307	307	307	307	307	307	307	307	307	307
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	320	320	320	281	281	281	281	281	281	281	281	281	281	281
Part D11	320	320	320	300	300	300	300	300	300	300	300	300	300	300
Part D12	320	320	320	289	289	289	289	289	289	289	289	289	289	289
Part E1	322	315	315	315	315	315	315	315	314	303	303	303	303	303
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	305	305	305	305	305
Part G1	320	320	320	307	307	307	307	307	307	307	307	307	307	307

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Part G2	322	314	314	314	314	314	314	314	314	302	302	302	302	302
Part G3	314	314	314	314	314	314	314	314	314	302	302	302	302	302
Part H	322	320	320	316	316	316	316	311	311	311	311	311	302	302
Part I	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part J	322	317	317	317	317	317	313	313	313	313	300	300	300	300
Part R	319	319	319	319	300	300	300	300	300	300	300	300	300	300
<b>Chapter 6</b>														
TOC	317	317	317	317	317	317	309	309	309	309	309	309	309	309
Part A1	318	318	318	318	318	317	313	313	313	313	309	309	309	309
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	301
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	301
Part B1	307	307	307	307	307	307	307	307	307	307	307	307	307	307
Part B2	307	307	307	307	307	307	307	307	307	307	307	307	307	307
Part B3	320	320	320	319	309	309	309	309	309	309	309	309	309	309
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	301
<b>Chapter 7</b>														
TOC	322													
Part A1	322													
Part A2	322													
Part A3	322													
Part A4	322													
Part A5	322													
Part B	322													
Part C	322													
Part D	322													
Part E	322													
Part F1	322													
Part F2	322													
Part F3	322													
Part F4	322													
Part G	322													
Part H	322													
Part I	322													
Part J	322													
Part K	322													
Part L	322													
Part M	322													
Part N	322													
Part O	322													
Part P	322													
Part Q	322													
Part R	322													
Part S	322													
Part T	322													
Part U	322													
Part V	322													
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Part X	322													
Part Y	322													
Part Z	322													
Part AA	322													
<b>Chapter 8</b>														
TOC	280	280	280	280	280	280	280	280	280	280	280	280	280	280
Ch 8	312	312	312	312	312	312	312	312	312	312	312	302	302	302
<b>Chapter 9</b>														
TOC	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part A	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part B	320	320	320	302	302	302	302	302	302	302	302	302	302	302
Part C1	316	316	316	316	316	316	316	302	302	302	302	302	302	302
Part C2	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C3	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C4	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C5	316	316	316	316	316	316	316	302	302	302	302	302	302	302
Part C6	319	319	319	319	292	292	292	292	292	292	292	292	292	292
Part C7	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part D	320	320	320	302	302	302	302	302	302	302	302	302	302	302
<b>Chapter 10</b>														
TOC	318	318	318	318	318	311	311	311	311	311	311	311	300	300
Part A	320	320	320	315	315	315	315	315	311	311	311	311	309	309
Part B	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part C	317	317	317	317	317	317	307	307	307	307	307	307	307	307
Part D	316	316	316	316	316	316	316	311	311	311	311	311	302	302
Part E1	317	317	317	317	317	317	302	302	302	302	302	302	302	302
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	311	311	311	311	311	311	311	311	311	302	302
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	320	320	320	302	302	302	302	302	302	302	302	302	302	302
Part E9	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part E10	303	303	303	303	303	303	303	303	303	303	303	303	303	303
Part E11	320	320	320	302	302	302	302	302	302	302	302	302	302	302
Part E12	291	291	291	291	291	291	291	291	291	291	291	291	291	291
Part E13	318	318	318	318	318	314	314	314	314	302	302	302	302	302
<b>Appendix A</b>														
Part 1	322	319	319	319	318	317	316	315	314	312	312	308	308	308
Part 2	318	318	318	318	318	317	315	315	314	308	308	308	308	308
<b>Appendix F</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	308	308	308	308	308	308	308	308	308	308	308	308	308	308
Part 2	303	303	303	303	303	303	303	303	303	303	303	303	303	303
<b>Appendix G</b>														
APP G	321	321	319	319	316	316	316	315	313	313	312	311	310	309
<b>Appendix H</b>														
TOC	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 1	286	286	286	286	286	286	286	286	286	286	286	286	286	286
Part 2A	316	316	316	316	316	316	316	306	306	306	306	306	306	306
Part 2B	316	316	316	316	316	316	316	286	286	286	286	286	286	286

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Part 2C	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3A	316	316	316	316	316	316	316	289	289	289	289	289	289	289
Part 3B	308	308	308	308	308	308	308	308	308	308	308	308	308	308
Part 3C	316	316	316	316	316	316	316							
Part 4A	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part 4B	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 4C	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 5A	316	316	316	316	316	316	316	289	289	289	289	289	289	289
Part 5B	316	316	316	316	316	316	316	289	289	289	289	289	289	289
<b>Appendix J</b>														
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	315	315	315	315	315	315	315	315	300	300	300	300	300	300
Part 3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
<b>Appendix K</b>														
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
<b>Appendix M</b>														
APP M	293	293	293	293	293	293	293	293	293	293	293	293	293	293
<b>Appendix N</b>														
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	303	303	303
Part 2	308	308	308	308	308	308	308	308	308	308	308	308	308	308
<b>Appendix O</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
APP O	322	320	320	319	316	316	316	314	314	311	311	311	305	305
<b>Appendix P</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	320	320	320	319	316	316	316	287	287	287	287	287	287	287
Part 2	320	320	320	316	316	316	316	302	302	302	302	302	302	302
<b>Appendix Q</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	322	321	319	319	318	313	313	313	313	313	309	309	309	309
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part 4	322	263	263	263	263	263	263	263	263	263	263	263	263	263
<b>Appendix R</b>														
TOC	316	316	316	316	316	316	316	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	316	316	316	316	316	316	316	314	314	303	303	303	303	303
<b>Appendix S</b>														
APP S	314	314	314	314	314	314	314	314	314	312	312	310	310	309
<b>Appendix T</b>														
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
<b>Appendix U</b>														
APP U	304	304	304	304	304	304	304	304	304	304	304	304	304	304
<b>Appendix V</b>														
APP V	267	267	267	267	267	267	267	267	267	267	267	267	267	267

<b>JFTR</b>	<b>322 10-13</b>	<b>321 09-13</b>	<b>320 08-13</b>	<b>319 07-13</b>	<b>318 06-13</b>	<b>317 05-13</b>	<b>316 04-13</b>	<b>315 03-13</b>	<b>314 02-13</b>	<b>313 01-13</b>	<b>312 12-12</b>	<b>311 11-12</b>	<b>310 10-12</b>	<b>309 09-12</b>
<b>Appendix W</b>														
APP W	320	320	<b>320</b>	309	309	309	309	309	309	309	309	309	309	<b>309</b>

## PART A: GENERAL

### U2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

***NOTE:*** While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., laundry/dry cleaning and taxi expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.

A. General. A traveler must exercise the same care and regard for incurring GOV'T paid expenses as would a prudent person traveling at personal expense. [CBCA 2852-TRAV, 28 August 2012](#).

B. Circumstances. The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of GOV'T funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from a transportation terminal;
2. Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available);
3. Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;
4. Use of the least expensive authorized/approved Special Conveyance/Rental Vehicle (both in terms of using the 'standard' compact size and the least expensive vendor);
5. Scheduling travel as far in advance as possible to take advantage of the best offered fare/rate (e.g., such as a 'Dash'CA airfare in lieu of a YCA airfare); and
6. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

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

1. Individual expenses of \$75 or more, and
2. All lodging costs (except when authorized a flat rate 55% contingency per diem, par. U4950-E).

Each non DoD Service must establish its own criteria for records/receipts maintenance by travelers.

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

## U2005 LODGING PROGRAMS

### A. General

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

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

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

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

### C. GOV'T Contract Lodging

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

## U2010 TRAVEL OFFICIAL RESPONSIBILITIES

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

## U2015 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service/Agency written material and (for DoD) the DoD Foreign Clearance Guide (FCG) located at <https://www.fcg.pentagon.mil/fcg.cfm> govern the requirements/procedures and documents relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,

5. Special conditions, and
6. Other restrictions.

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

C. Time Limitations

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

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

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

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

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

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

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

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

**U2025 STANDARD CONUS PER DIEM RATE**

A. Definition. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS.

B. CONUS PCS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved.

C. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate is:

<b>*Effective 1 October 2013</b>		
<b><u>LODGING</u></b>	<b><u>M&amp;IE</u></b>	<b><u>TOTAL</u></b>
<b>*\$83</b>	<b>\$46</b>	<b>*\$129</b>

**U2030 MEAL TICKETS**

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Ch 4 (for TDY and for members traveling together under an order directing no/limited reimbursement), Ch 5 (for PCS), Ch 7 (for persons in special categories), and
2. To members traveling together with no/limited reimbursement directed in the order (see JFTR, par. U4090-F) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service issuances apply. See par. U1015-C2d.

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

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

## PART F: COMMERCIAL AIR TRANSPORTATION

### U3500 GENERAL

A. Cost Efficiency. Common carrier air transportation is ordinarily the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS.

1. Restricted Airfare

a. Contract city pair airfares (and other airfares limited to official GOV'T business) provide savings to the GOV'T, .but, there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation/itinerary changes are outweighed by the cost savings (APP P1, par. A6c).

b. The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare is advantageous to the GOV'T.

c. 'Underutilization' of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines will no longer offer city pair fares for underutilized routes) resulting in significant long term transportation cost increases to the GOV'T.

d. Restricted airfares should never be applied in a 'blanket' fashion, but could be a consideration on a given trip. For example, all FEML (or R&R) may not be declared as by restricted airfare, but consideration of a using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, COT) is in order.

2. Book Reservations Early. Whenever practicable, a traveler must arrange airfare in a manner that enables the lowest POLICY CONSTRUCTED AIRFARE price available to be paid when traveling on domestic flights, including appropriately timing the purchase of the airfare. The AO and the traveler should plan travel, and book reservations, early to purchase the least expensive POLICY CONSTRUCTED AIRFARE.

B. Arranging Transportation. Arranging official transportation through a DTMO contracted CTO or GSA contracted TMC (when a DTMO contracted CTO is not available) is mandatory.

C. Personally Procured Transportation. See par. U3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T/GOV'T procured transportation under this Part.

D. Reserved.

E. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach class accommodations.

2. See Ch 2, Part F ICW scheduling travel.

3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy/coach class accommodations for all official business travel, including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

F. Rest Periods. See par. U4415 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. U3510.

1. May authorize/approve business/first class travel, and

2. Must consider each request for business/first class service individually, carefully, and consider Command/Agency finances and mission requirements.

H. Decision Support Tools

1. Business Class. See APP H3B.
2. First Class. See APP H2C.
3. Restricted Airfare. See APP H3C.

I. Documentation Requirements. See APP H for document requirements/procedures.

J. Travel Order. The following must be stated on the order:

1. The traveler's certification of the reason(s) for 'other than economy/coach' use.
2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,
3. The cost difference between 'other than economy/coach' and economy/coach.
4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.
5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/coach' travel).

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.
2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations. See par. U2000.

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

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

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

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.
2. Air is the usual transportation mode to/from OCONUS.
3. GOV'T/GOV'T procured air transportation should be used for travel to/from, and between OCONUS areas.
4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly

scheduled commercial aircraft.

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

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

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

**P. Air Travel Medically Inadvisable**

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

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

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

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

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

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

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

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

*Effective 14 August 2013*

*\* NOTE FOR USCG: When USCG funds are used for official travel, first-class travel accommodations must be authorized/approved by the Secretary of Homeland Security and business-class accommodations must be authorized/approved by the USCG Commandant or Vice Commandant (regardless of the transportation mode or costs).*

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

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

	<u>FIRST CLASS</u>	<u>BUSINESS CLASS</u>
OSD and Defense Agencies	Administration and Management Director. <i>No further delegation.</i>	Administration and Management Director. May be delegated no lower than three star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four star major commanders or their three star vice/deputy commanders. <i>No further delegation.</i>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four star major commanders, three star deputy/vice commanders, or two star/civilian equivalent level. <i>No further delegation.</i>
Public Health Service	Secretary of Health and Human Services. <i>No further delegation.</i>	Flag officers at the two star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. <i>No further delegation.</i>
NOAA Corps	NOAA Corps Director. <i>No further delegation.</i>	
Coast Guard	*Secretary of Homeland Security (effective 14 August 2013). <i>No further delegation.</i>	*Coast Guard Commandant/Vice Commandant (effective 14 August 2013) <i>No further delegation.</i>

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

**U3515 ECONOMY PLUS/COACH ELITE SEATING**

A. General. This seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the GOV’T’s interest and/or necessary because the traveler and/or dependent is limited by a special need (see APP A) such that lesser cost economy /coach class accommodations are not adequate.

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating must be authorized/approved as being in the GOV’T’s interest.

D. Airline Designation/Name. Economy plus/coach elite seating service may vary from airline to airline, and use various names, but it is in the economy/coach cabin and is *not* ‘other than economy/coach’ travel.

**U3520 BUSINESS CLASS AND FIRST CLASS**

A. Restrictions and Limitations

1. Stopover, Rest Stop, or Overnight Rest Period. The traveler/dependent is not eligible for business class accommodations at GOV’T expense, if an:

- a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or
  - b. En route rest stop is authorized, or
  - c. Overnight rest period occurs at the TDY location before beginning work.
2. **Scheduled Flight Time.** Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes.
3. **Return Flight.** On TDY travel:
- a. The 14 hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.
  - b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.
4. **Contract City Pair Fare.** When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.
5. **Arrival/Reporting Time Not Mission Critical.** Business/first class accommodations may not be provided for official travel for PCS, R&R, FEML, personnel evacuation, COT leave, or emergency leave since arrival/reporting time in these cases is not mission critical.
6. **Aircraft has Only Two Classes of Service.** If an aircraft has only two classes of service (i.e., two ‘cabins’) with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business class by the airline and the tickets are fare coded as business class, then the front cabin is business class.
- B. **Exceptional Circumstances.** Use of business/first class service must not be common practice and is used only under exceptional circumstances.
- C. **Authorized/Approved Circumstances for Business Class and First Class Use.** Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table. ***NOTE: If business class is available, the traveler may not be moved into first class even though both are shown. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.*** (See ***NOTE*** for USCG in par. U3505.)

<b>Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</b>	<b>BUSINESS CLASS</b>	<b>FIRST CLASS</b>
<p>1. <b>Lower Class Accommodations Are Not Reasonably Available</b></p> <p>a. Reasonably available:</p> <p>(1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler’s proposed departure time, and scheduled to arrive within 24 hours before the traveler’s proposed arrival time.</p> <p>(2) Does not include a scheduled arrival time later than the traveler’s required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.</p> <p>b. When ‘lower class accommodations are not reasonably available’ is used to</p>	<b>X</b>	<b>X</b>

<p align="center"><b>Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS CLASS</b></p>	<p align="center"><b>FIRST CLASS</b></p>
<p>justify business/first class, the authorizing/approving official must state on the order:</p> <ul style="list-style-type: none"> <li>(1) When the TDY travel was identified, and</li> <li>(2) When travel reservations were made, and</li> <li>(3) The cost difference between economy/coach class and business class or first class (as appropriate).</li> </ul>		
<p>2. <u>Mission Essential</u></p> <ul style="list-style-type: none"> <li>a. Space is not available in economy/coach class on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed.</li> <li>b. When TDY travel in business/first class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business/first class accommodations may only be authorized for the out bound flight to the TDY location.</li> <li>c. Economy/coach class is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work.</li> </ul> <p><i>Business class should be used, if available.</i></p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>3. <u>Medical Reasons</u>. See par. U2110-Jfor medical reasons. First class may be considered for use when business class is not available.</p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>4. <u>Exceptional Security Circumstances</u>. These include:</p> <ul style="list-style-type: none"> <li>a. A traveler whose use of other than business class or first class service would endanger the traveler’s life, or GOV’T property.</li> <li>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</li> <li>c. A courier or control officer accompanying a controlled pouch/package.</li> </ul> <p><i>Business class should be used, if available.</i></p>	<p><b>X</b></p>	<p><b>X</b></p>
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <ul style="list-style-type: none"> <li>a. Federal advisory committees,</li> <li>b. Special high level invited guests, and</li> <li>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV’T officials.</li> </ul> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p><b>X</b></p>	<p><b>X</b></p>

<b>Business Class and First Class Accommodations            may be Authorized/Approved Under One or More of These            Conditions/Circumstances:</b>	<b>BUSINESS            CLASS</b>	<b>FIRST            CLASS</b>
6. <u>Regularly Scheduled Flights</u> . When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.	X	X
7. <u>Transportation Payment by a Non Federal Source</u> . When a non-Federal source pays, in advance, for the transportation service: <ul style="list-style-type: none"> <li>a. <b>For First Class Only</b>: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class.</li> <li>b. The travel order must state that transportation services have been paid, in advance, by a non-federal source.</li> <li>c. <u>DoD Travelers</u>: See the <a href="#">Joint Ethics Regulation (JER), DoD 5500.7-R</a>.</li> <li>d. <u>Non DoD Services</u>: See Service issuances.</li> </ul>	X	X
8. <u>Congressional Travel</u> . Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under <a href="#">31 USC §1108(g)</a> .	X	X
9. <u>Adequate Sanitation/Health Standards</u> <ul style="list-style-type: none"> <li>a. Economy/coach class accommodations on non U.S. certificated carriers do not provide adequate sanitation/health standards.</li> <li>b. Non U.S. certificated carrier service use must be authorized/approved IAW the Fly America Act.</li> <li>c. See par. U3525 for rules governing U.S. certificated carrier use.</li> </ul>	X	X
10. <u>Overall Saving to GOV'T</u> . When business class use results in overall saving to the GOV'T that would be incurred while awaiting economy/coach class service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison must be stated on the order.	X	
11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u> . <ul style="list-style-type: none"> <li>a. <b>All</b> of the following criteria must be met:               <ul style="list-style-type: none"> <li>(1) Scheduled flight time is in excess of 14 hours (this includes non overnight airport stopovers and plane changes), and</li> <li>(2) Origin and/or destination is OCONUS, and</li> <li>(3) The mission is so unexpected and urgent it cannot be delayed/postponed, and</li> <li>(4) A rest period cannot be scheduled en route, or at the TDY site before starting work.</li> </ul> </li> <li>b. The authorizing/approving official must state on the order:</li> </ul>	X	

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	BUSINESS CLASS	FIRST CLASS
<ul style="list-style-type: none"> <li>(1) When the TDY travel was identified, and</li> <li>(2) When travel reservations were made, and</li> <li>(3) The cost difference between economy/coach class and business class.</li> </ul>		
<p>12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA.</u> Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the GOV'T's interest.</p>	X	

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

A. Code Share Flights

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

B. Non U.S. Certificated Air Carriers

1. A Uniformed Service member, DoD civilian employee, and dependent is required to use available U.S. certificated carriers for all official commercial air transportation as indicated in par. U3500.
2. A Uniformed Service member, DoD civilian employee, or a dependent may not be authorized to travel by non U.S. certificated air carrier if a U.S. certificated air carriers is available.
3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non U.S. certificated air carriers between two places in foreign areas even if U.S. certificated air carriers are available. *This authority does not apply to a Uniformed Service member, DoD civilian employee, or any of their dependents.*

C. Most Direct Route between Two OCONUS Locations

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

D. Requirements

1. Available U.S. certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).
2. Except as provided in par. U3525-F, U.S. certificated air carrier service is available if the:
  - a. Carrier performs the required commercial air transportation, and

b. Service accomplishes the mission, even though:

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

E. Exceptions

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

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

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

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

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

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

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

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

e. Travel Time

- (1) Non U.S. certificated air carrier service would be 3 hours or less, and U.S. certificated air carrier use would at least double en route travel time.
- (2) If a U.S. certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

(3) If a U.S. certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S. certificated air carrier must be used on every flight segment in which it provides service unless, when compared to using a non U.S. certificated air carrier, such use would:

- (a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
- (b) Extend travel time by at least 6 hours or more; or
- (c) Require a connecting time of 4 or more hours at a foreign OCONUS interchange point.

(4) Examples

(a) **Example 1.** A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S. certificated carrier that goes from Guyana to NY City, and then another U.S. certificated carrier from NY City to Miami, and finally a non U.S. certificated airfare from Miami to Belize. Alternatively, there is a non U.S. certificated airfare from Guyana via Miami to Belize. The 'usual routing' would be Guyana to Miami to Belize and use of a non U.S. certificated carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.

(b) **Example 2.** A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S. certificated carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non U.S. certificated carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.

(c) **Example 3.** If there is no U.S. certificated carrier, the general rule for DoD is to use a non U.S. certificated carrier to the CLOSEST point at which a U.S. certificated carrier can be found and then use a U.S. certificated carrier for the remainder of the trip. In the reverse, use a U.S. certificated carrier to the farthest distance possible and then use the non U.S. certificated carrier for the remainder. If there is a code share airline available that uses the U.S. certificated air carrier's flight number, that is considered to be the same as using a U.S. certificated carrier, as long as the U.S. certificated carrier's flight number is used.

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

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

h. Traveler Safety

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

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

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

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

[Comp. Gen. 34 \(1980\)](#)).

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

k. Travel between Midnight and 6 a.m.

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

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

(b) Travel between midnight and 6 a.m.,

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

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

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

#### F. Non Availability Documentation

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

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

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

4. The documentation should include the:

a. Traveler's name,

b. Non U.S. certificated air carrier(s) used,

c. Flight identification number(s),

d. Origin, destination and en route points,

e. Date(s),

f. Justification, and

g. Authorizing/approving official's title, organization and signature.

#### G. Travel Schedule

1. General

a. Schedules maximizing U.S. certificated air carrier use must be selected.

b. Schedule selection is made using the following guidelines when:

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

2. Schedule Selection. The following example applies par. U3525-G1a when selecting a schedule.

3. Example

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

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

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

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

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

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

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

## PART G: TRAIN TRANSPORTATION

### U3600 GENERAL

A. Policy. A traveler must:

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

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

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

*Effective 14 August 2013*

***\*NOTE FOR USCG: When USCG funds are used for official travel, first-class travel accommodations must be authorized/approved by the Secretary of Homeland Security and business-class accommodations must be authorized/approved by the USCG Commandant or Vice Commandant (regardless of the transportation mode or costs)***

### U3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

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

### U3610 SLUMBER COACH

Slumber coach includes:

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

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

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

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

class), the business class (lowest class offered) becomes economy-/coach-class for official travel.

### **U3620 AO AUTHORITY**

The AO can authorize/approve the following:

1. Coach Class. Any 'standard' economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. CONUS Train Service
  - a. Travel by extra fare trains, in CONUS (AMTRAK Acela and Metroliner), may be authorized/approved when to the GOV'T's advantage and/or required for security reasons.
  - b. Extra fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train.
  - c. An extra fare train, authorized/approved by the AO, is to the GOV'T's advantage.
  - d. No further agency authority is needed except for the USCG (See **NOTE** in par. U3600).
  - e. If the lowest class available is first class, the AO must comply with par. U2110 requirements for 'other than economy/coach' travel.
  - f. "Coach" class is the lowest available class on Amtrak Regional trains.
  - g. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW par. U3625 ([CBCA 2046-TRAV, 20 October 2010](#)).
3. OCONUS Train Service
  - a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage, or is required for security reasons.
  - b. The lowest class available is to the GOV'T's advantage and no further agency authorization/approval is needed.
  - c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. U2110 requirements for 'other than economy/coach' transportation annotation on the travel order.
  - d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO (see **NOTE** for USCG in par. U3600) may authorize the lowest-class accommodations (even if that is called 'first class') that have assigned seating.
  - e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. U3625.

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

- A. Authorizing/Approving Official. The other than economy/coach class authorizing/approving official in par. U3510 may authorize/approve the other than economy/coach class train accommodations (See **NOTE** for USCG in par. U3600).
- B. Requirements. See par. U2110-F.
- C. Decision Support Tool and Procedures. See APP H.

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

1. Coach Class Accommodations Are Not Reasonably Available. “Reasonably available”:
  - a. Means available coach class accommodations scheduled to:
    - (1) Leave within the 24-hour period before the traveler's proposed departure time, or
    - (2) Arrive within the 24-hour period before the traveler's proposed arrival time.
  - b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.
  - c. *Does not include* accommodations with a scheduled:
    - (1) Arrival time later than the required reporting time at the duty site, or
    - (2) Departure time earlier than the traveler is scheduled to complete the duty.
2. Medical Disability/Special Need
  - a. Authorization/Approval. See par. U2110-J and APP H4.
  - b. Disability/Special Need
    - (1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. U2110-J and APP H.
    - (2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.
    - (3) If the disability/special need is a lifelong condition, a certification statement is required every two years.
    - (4) A certification statement must include:
      - (a) A written statement by a competent medical authority stating special accommodation is necessary;
      - (b) An approximate duration of the special accommodation need; and
      - (c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.
  - c. Attendant. If an accompanying attendant is authorized IAW par. U7250-B or U7251-B, the attendant’s services are required en route, the attendant may be authorized/approved to use the same ‘other than economy/coach’ accommodations.

3. Exceptional Security Circumstances

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

b. Examples are:

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

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

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

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

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

## PART H: COMMERCIAL SHIP TRANSPORTATION

### U3650 GENERAL

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

***\*NOTE FOR USCG: When USCG funds are used for official travel, first-class travel accommodations must be authorized/approved by the Secretary of Homeland Security and business-class accommodations must be authorized/approved by the USCG Commandant or Vice Commandant (regardless of the transportation mode or costs)***

### U3655 AUTHORITY

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

### U3660 ACCOMMODATIONS

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

- (1) A traveler/dependent whose use of less costly accommodations would entail danger to the traveler's/dependent's life or GOV'T property.
  - (2) Protective detail agent accompanying an individual authorized to use more costly accommodations.
  - (3) A courier and/or control officer accompanying a controlled pouch/package and adequate lower cost accommodations are not available.
2. Authorization/Approval Requirements. Authorization for more costly ship accommodations use at GOV'T expense should be received in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the traveler must request written approval from the appropriate authority at the earliest possible time. See par. U2110.

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

#### **A. General**

1. A U.S. registry ship must be used except as in par. U3665 ([46 USC §55302](#)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay ([57 Comp. Gen. 546 \(1978\)](#)).
2. When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship ([B-190575, 1 May 1978](#)).

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

1. When U.S. registry ship use would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use.
2. Required documentation explaining why a U.S. registry ship is impracticable (par. U3525-F) must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

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

1. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use.
2. Documentation required by par. U3525-F is used to explain why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

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

1. Inconvenience in securing transportation on a U.S. registry ship,
2. Short delays in awaiting transportation,
3. Arranging circuitous routes for traveler convenience, or
4. Similar reasons.

## SECTION 1: GENERAL

### U4050 PER DIEM

#### A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.
2. Per diem is payable for whole days, except for PDS departure/return days.
3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.
4. [Per diem rates](#) are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. U4130-K if neither GOV'T QTRS nor commercial lodging is available at the TDY location.
5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.
6. 'Lodging-Plus' per diem is not authorized for any day that PCS 'MALT-Plus' per diem is paid.
7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.
8. GSA, DoD, and DoS are responsible for travel [per diem rates](#). See par. U4120.
9. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#).
10. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. U2710 and [DoDFMR 7000.14-R, Volume 9](#)).
12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/ GMR cannot be applied for the first and last travel days.
13. Ordinarily, per diem is based on the traveler's TDY location at 2400.
14. M&IE payment does not require expense itemization and/or receipts.
15. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T dining facility/mess for per diem computation purposes.
16. For TDY within a COCOM/JTF AOR, see par. U4605.
17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. U4205).
18. A GOV'T meal paid for by the traveler and consumed in a GOV'T dining facility/mess is not a deductible meal.
19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.

20. Travel of 12 or Fewer Hours (12 Hour Rule)

- a. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.
- b. See Ch 3 for transportation allowances.
- c. Occasional meals may be reimbursed IAW par. U4230 when the member is required to procure a meal(s) at personal expense outside the PDS limits.

B. TDY Location

1. TDY Location Specified. The per diem rate for a TDY point is the locality rate specifically listed for a:

- a. Reservation,
- b. Station, or
- c. Other established area. This includes established, large reservation subdivisions that:
  - (1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawai'i); or
  - (2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).

2. TDY Location Not Specified. When the location is not specifically listed in the per diem table, the per diem rate is based on the:

- a. Front gate location for the reservation, station, or other established area, or
- b. County per diem rate for the TDY location, or
- c. [Standard CONUS](#) per diem rate, if neither the city/town nor the county is listed.

C. References

1. TDY Location Determination. See the [U.S. Census Bureau](#) website to determine in which county a destination is located.
2. Per Diem Location Claims Case. See [DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010](#).

D. Meeting and Convention. When a meeting/conference is arranged and reduced cost lodging accommodations are prearranged at the meeting/conference site, the Component sponsoring the meeting/conference must recommend a reasonable per diem rate to the participating agencies/components. See APP R regarding attendance at a meeting and registration fees.

**U4055 TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS**

- A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the [M&IE rate](#) for the TDY location is paid for each travel day.
- B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15-hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2).
- C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.
- D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.
- E. Meals Deduction. See par. U4230 for occasional meals authority.

**U4060 TDY MORE THAN 24 HOURS**

- A. Per Diem Rate Determination. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location.
- B. Lodging Required En Route. When lodging is required, and the traveler is still en route, the applicable per diem rate is the:
1. TDY location per diem rate, or
  2. Stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations.
- C. Per Diem Limitation. Only one per diem rate is applicable to a calendar day.

**U4065 DEPARTURE DAY (FROM THE PDS, HOME, OR OTHER AUTHORIZED POINT)**

- A. M&IE Rate. 75% of the appropriate locality [M&IE rate](#) is paid:
1. Regardless of departure time, and
  2. If travel begins and ends on the same day, and is longer than 12 hours.
- B. Rates Not Applicable. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
- C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.
- D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:
1. TDY location per diem rate, or
  2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.
- E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.
- F. **USCG MEMBERS ONLY**: USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

**U4070 STOPOVER POINT**

A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. *Lodging does not include sleeping in the transportation terminal.*

B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

**U4075 FULL CALENDAR TRAVEL DAYS**

A. Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination) the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling, plus the applicable M&IE rate.

B. Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/ stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

**U4080 RETURN DAY (TO THE PDS, HOME, OR OTHER AUTHORIZED POINT)**

A. General

1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.
2. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.

B. Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning, the per diem is the actual lodging cost, NTE the applicable stopover point/TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

C. Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight, the per diem is the M&IE rate applicable to the preceding calendar day.

D. USCG MEMBERS ONLY: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.

**U4085 EXAMPLE**

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

**U4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL**

A. Traveler Dies while in a TDY Status. Per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death, NTE the ordered travel official distance.

B. Traveler in a Missing Status. Per diem is not authorized after 2400 of the day the traveler is officially determined to be in a missing status under the Missing Persons Act ([44 Comp. Gen. 657 \(1965\)](#)).

C. TDY ICW Leave

1. General

a. TDY Requirement is Known before Departure on Leave. If the TDY requirement is known before departure on leave, the traveler is reimbursed actual travel expenses NTE the constructed round trip cost between the PDS and TDY location.

b. City Pair Airfares. City pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave begins. See APP P2.

2. Absent from PDS for Personal Reasons. Except as provided in par. U4090-C5, a traveler who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

3. TDY at the Leave Point. A traveler on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem:

a. For the TDY performed in compliance with the order, and

b. And transportation expenses for the return trip that exceed what would otherwise been incurred if the traveler had not been required to perform the TDY ([31 Comp. Gen. 509 \(1952\)](#)).

4. Authorized to Resume Leave after Completion of TDY at Various Places, Including Return to PDS. A traveler, required to interrupt leave to perform TDY at various places, including return to the PDS, and then resume leave upon TDY completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY place(s) (except no per diem while at PDS) and return to the place at which leave was interrupted. TDY allowances are payable at the TDY location. ([25 Comp. Gen. 347 \(1945\)](#); [28 id. 237 \(1948\)](#); [39 id. 611 \(1960\)](#)).

5. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. U4090-C3, a traveler upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round trip distance and expense are not greater than the distances and constructed travel expense between the traveler's PDS and the TDY location ([27 Comp. Gen. 648 \(1948\)](#)).

6. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When a traveler leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the traveler to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if a traveler's authorized leave of absence away from the PDS is temporarily interrupted because the traveler is recalled to duty at the PDS, or is authorized to perform TDY at another place, and the traveler wishes to resume leave immediately after duty completion at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses NTE the per diem and transportation expenses for travel from the place at which the leave of absence was interrupted to the place at which the duty was performed and return may be authorized. The one way, or round trip, must not be allowed unless, an appropriate statement in the order indicates clearly that an administrative determination was made that the personal expense incurred by the traveler in

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

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

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

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

10. Directed to Proceed to New PDS After TDY Completion. A traveler directed to proceed to a new PDS after TDY completion is authorized:

a. PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and
- (2) Leave address, or place at which the order is received, to the TDY station; and
- (3) TDY station to the new PDS.

b. TDY allowances at the TDY location.

D. Order Canceled while Traveler Is en route to a TDY Station. If a TDY order is canceled while the traveler is en route to the TDY station, round trip travel and transportation allowances are authorized between the PDS or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS, NTE the round trip distance from the PDS to the TDY station. ***Per diem is not authorized for any day on which the traveler was in a leave status.*** See [51 Comp. Gen. 548 \(1972\)](#) and [B-175427, April 14, 1972](#).

#### E. Field Duty

1. General. A member on field duty is not authorized per diem except when the:

- a. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either GOV'T QTRS at no charge and/or GOV'T meals at no charge for an enlisted member, were not available during stated field duty periods.
- b. Member participates in the operation advance planning or critique phase.

c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. U4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

- (1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and
- (2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

- (1) Authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or
- (2) Delegate authority to prescribe such a rate to a:
  - (a) Department headquarters bureau/staff agency chief, or
  - (b) Naval Systems headquarters commander

but there may be no further delegation.

3. Total Per Diem Paid. The authorized rate should be paid for the specified time period. The total per diem paid during the period the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty.

4. Per Diem Prohibition Period. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends.

5. Occasional Meals. Par. U4230 permits reimbursement for occasional meals or lodging.

6. Combatant Command/Joint Task Force (COCOM/JTR) AOR. See par. U4605.

F. Personnel Traveling Together

1. 'Personnel traveling together' is travel away from the PDS requiring travelers to remain together as a group while traveling, due to mission requirements.

2. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers.

3. Per diem is not authorized on travel days when the order directs limited or no reimbursement.

4. Per diem prohibition:

- a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.
- b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.
- c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.

5. If meals or lodging are not available, occasional meals and lodging are paid IAW par. U4230.
6. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.
7. Limited reimbursement refers to reimbursement for occasional meals and lodging.

G. Straggler. See Ch 7, Part N.

H. Ordered to Active Duty with PDS Not Designated in the Order. TDY per diem is:

1. *Not* authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.
2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. U4090-Japplies.

I. Service Academy Graduates. See par. U7000-B.

J. Undergoing Processing

1. Per Diem Not Authorized. Per diem is not payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing:

- a. Processing,
- b. Indoctrination,
- c. Basic training (including follow-on technical training and/or home station training for an RC member), or
- d. Instruction in a TDY status

at a place that both GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available.

2. Per Diem Authorized. Per diem is authorized:

a. During travel to/from/between places for:

- (1) Processing,
- (2) Indoctrination,
- (3) Training, or
- (4) Instruction;

b. During a Delay/processing incident to:

- (1) Travel to a designated PDS, or
- (2) While awaiting transportation to PDS; or

c. Through the Secretarial process for TDY under instruction following initial technical/specialty training after basic training, if a PDS has been assigned.

K. Inpatient

1. General. Per diem is:
  - a. *Not* authorized for a member who is a hospital inpatient.
  - b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (APP A1).
2. Lodging. When a member must retain lodgings at the same or a prior TDY location, reimbursement is IAW par. U4230.
3. Hospitalized Member. See par. U4090-M.

L. Assignment to Rehabilitation Center/Activity. A member is not authorized per diem for a TDY period when assigned to a rehabilitation center/activity for rehabilitation training and/or treatment when both GOV'T QTRS and dining facility/mess are available.

M. Hospitalized Member

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, [DoDFMR, Volume 7A, Ch 13](#), and (par. U1245).
2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the [DoDFMR, Volume 7A, Ch 13](#).

N. Member of a Mission. A member of a military, naval, air, or another mission authorized to receive additional pay/allowances from a foreign government or U.S. agency other than the respective Service, or from other sources, is not authorized per diem except when:

1. Specifically authorized jointly by the Secretaries Concerned;
2. Traveling under a Uniformed Service order;
3. A per diem allowance is not authorized by the foreign government; or
4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

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

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

**U4095 REDUCED [PER DIEM](#)**

A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.
2. Reduced per diem rate authority must be requested and authorized prior to the travel.
3. The reduced per diem rate must be less than the locality [per diem rate](#).

4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. U4095-I.
5. Include the name and telephone number for a PoC who may be contacted concerning the request.
6. If the request is approved, the appropriate office listed in par. U4095-I authorizes a lower per diem rate to the requesting official.
7. USCG Exception. USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

B. Authority. The Secretary Concerned may authorize (in advance) [per diem rates](#) in lesser amounts (to zero) than those listed at <http://www.defensetravel.dod.mil/site/perdiem.cfm> when the travel/duty circumstances warrant it and are unusual to the Service concerned. See par. U4090-E.

C. Authority Delegation. Reduced per diem authority may be delegated to the chief of a Service bureau/staff agency, but may not be further delegated.

D. Reduced Per Diem Not Authorized. If reduced per diem authority is not:

1. Obtained before travel begins, or
2. Part of an order amendment/modification covering a prospective period after the original order was issued.

an order prescribing a different per diem rate is *not authorized* and the applicable locality [per diem rate](#) is used.

E. Documentation. The authorized reduced per diem rate must be stated on:

1. The order before travel begins, or
2. An order amendment/modification covering a prospective period after the original order was issued.

F. Travel Day. The reduced/zero per diem rate does not apply to any travel day.

\*G. Laundry/Dry Cleaning. Reduced per diem rate establishment should incorporate an amount for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

H. Reduced Per Diem Increase. An increase to the zero/reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under par. U4300.

I. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to:

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

5. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.
6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD COMPONENTS. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

#### U4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits. Per diem is not authorized:

1. For travel/TDY performed within the PDS limits .
2. At the old/new PDS for TDY en route ICW PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY.

**Exception:** A traveler who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS ([B-161267, 30 August 1967](#)).

**Example:** A traveler departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then completes PCS to Ft. Polk on 31 August. The traveler is authorized per diem at the Pentagon (old PDS) 5-15 August. If the traveler had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

This does not preclude per diem 'IE' payment IAW par. U1245 for a member hospitalized at the PDS.

**NOTE:** *Par. U4230 permits reimbursement for occasional meals and lodging procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 USC §434](#)).*

B. TDY within the PDS Local Area but Outside the PDS Limits

1. Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits (see par. U2800-B, unless overnight lodging is required.
2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is required.
3. Occasional meals may be paid under par. U4230 when the traveler is required to procure meals at personal expense outside the PDS limits. See par. U3040 for transportation allowances. This does not preclude per diem 'IE' payment IAW par. U1245 for a member hospitalized within the PDS local area.

C. TDY within the PDS Limits for Emergency Circumstances

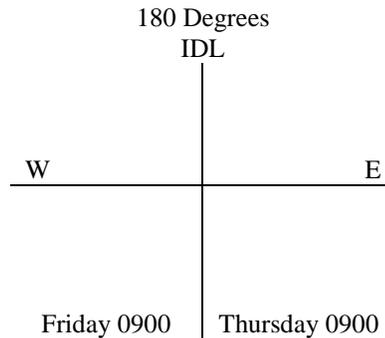
1. Per diem ICW transportation delays at the PDS may be paid in certain weather-related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See [CBCA 2371-TRAV, 18 May 2011](#).

2. Transportation Allowances. See Ch 3.
3. Per diem is authorized when overnight accommodations are used because of emergency circumstances that threaten injury to human life or damage to Federal GOV'T property.
4. Travel and transportation allowances are authorized while performing TDY within the PDS limits when authorized by competent authority. This does not include the member's residence or normal duty location.

**U4105 PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)**

A. General. The IDL is an imaginary line along the 180<sup>th</sup> meridian where each calendar day begins. For example, when it is Thursday east of the IDL, it is Friday west of the IDL.

B. Computing Per Diem when Crossing the IDL



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

1. Example 1. TDY Travel Involving IDL with a “Lost” Day.

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

25 Aug Wednesday	\$90 (M&IE) =	\$90.00
25 Aug Wednesday	75 % x \$90 =	\$67.50
<b>Total</b>		<b>\$1,350.00</b>

2. **Example 2.** TDY Travel Involving IDL without a “Lost” Day.

<p>TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.</p> <p>When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&amp;IE for one 8/25 date.</p> <p><b>A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.</b></p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19 to 24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

**U4110 SHIP TRAVEL**

A. Per Diem. Per diem:

1. For the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the embarkation/debarkation port rates and computed under the ‘Lodging Plus’ method.
2. Is not authorized for the first/last travel day by GOV’T ship when it departs from the port that is the traveler’s PDS/returns to the port that is the PDS.

B. GOV’T Ship

1. Per diem is not authorized for TDY aboard a GOV’T ship when QTRS are provided without charge and meals are provided with/without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between GOV’T ships at the same place and the transfer is made within a 10-hour period.

C. Commercial Ship (U.S./Foreign/U.S. GOV'T Leased) Travel for 24 or More Hours

1. General. Per diem payment, in this subpar., applies to TDY travelers using a commercial ship as a passenger. It does not apply to travelers aboard a commercial ship for TDY/training.

2. Oceangoing Ferry. For the purposes of this subpar., an oceangoing ferry is not considered a commercial ship.

3. Traveler Not Charged for Meals. A traveler is not authorized per diem for meals when they are:

- a. Furnished without charge, or
- b. Part of the accommodations cost,

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

a. A traveler is authorized per diem for meals equal to the furnished meals cost, except on embarkation/debarkation days, if otherwise authorized.

b. The AO should:

- (1) Set the meals portion of per diem equal to the anticipated expenses, and
- (2) State, in the order, the circumstances warranting the rate.

D. TDY ICW Fitting-out/Conversion of a Ship/Service Craft

1. Per Diem. Per diem is authorized during each fitting-out/conversion period.

2. Fitting-Out/Conversion Period. The fitting-out/conversion period includes the day the:

- a. Ship is commissioned or service craft is placed in-service, and
- b. Ship is decommissioned or service craft is placed out-of-service.

3. Per Diem End. Per diem ends on the date the member's assignment is changed from:

a. TDY ICW fitting-out/conversion of a ship/or service craft to permanent duty aboard that ship/service craft, or

b. Permanent duty aboard the ship ICW ship decommissioning/service craft placement out-of-service, even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in/out of service date.

E. TDY Aboard a Foreign (Non government) Ship

1. Per Diem

a. Per diem is not authorized when both QTRS and all meals are furnished without charge.

b. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.

2. Lodging. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. U4145.

**F. Aboard Ship Constructed by a Commercial Contractor**

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.
3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. U4145.

**U4115 CAR FERRY TRAVEL**

A. General. When TDY travel by POC is partly by road and partly by car ferry (circuitously or otherwise), per diem is authorized while on the ferry. See Ch. 3, Part I for transportation reimbursement.

B. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

**C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World**

1. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
2. Debarkation Day. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the traveler's location at 2400 on that day.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the M&IE while on the ferry is the applicable rate for the traveler's location at 2400 on the debarkation day.

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

**U4120 PER DIEM RATE REVIEW**

A. General. When a traveler, command, or AO believes the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity via the appropriate Service/AGENCY channels, and the applicable department/office listed below:

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
5. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.

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

7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

8. Office of the SECDEF and other DoD COMPONENTS. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

B. Final Submission Process. The Service/AGENCY determines that the survey request is valid and then may submit the request to:

<b>CONUS Locations</b>	<b>Non Foreign OCONUS Locations</b>	<b>Foreign OCONUS Locations</b>
<p><b>General Services Administration</b>                      Office of Governmentwide Policy                      Office of Travel, Transportation, and                      Asset Management (MA)                      ATTN: Jill Denning                      1800 F Street NW                      Second Floor</p> <p>Washington, DC 20405-0001  <a href="mailto:jill.denning@gsa.gov">jill.denning@gsa.gov</a></p>	<p><b>Defense Travel                      Management Office</b>                      ATTN: SPP/Allowances Branch                      4800 Mark Center Drive                      Suite 04J25-01                      Alexandria, VA 22350-9000                      FAX: (571) 372-1301</p>	<p><b>Department of State</b>                      Director of Allowances                      State Annex 1, Room L314                      Washington, DC 20522-0103</p>

## PART D: TRAVEL

### U4400 GENERAL

A. Mandatory Policy. It is MANDATORY policy to use an available DTMO contracted CTO, or GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation. If a DTMO contracted CTO/GSA contracted TMC is not available the traveler must contact the responsible Agency/Service designated official.

B. Transportation

1. When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem/AEA is payable for actual travel performed NTE the per diem/AEA that would have been paid if the directed transportation mode had been used.

2. When the directed transportation mode is not available, or the order does not specify any transportation mode, per diem/AEA is computed as though the transportation mode actually used was directed.

C. Constructed Travel Computation. Transportation allowances for constructed travel are based on the carrier's:

1. Required check in time, plus travel time from home/office/place travel actually began, and

2. Scheduled arrival time at the terminal plus travel time to home/office/place travel actually ended.

D. Reimbursement Limits. The total per diem/AEA paid must not exceed constructed travel over a usually traveled route by air/surface common carrier, and is more economical to the GOV'T.

### U4405 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the actual travel time is used for computation.

### U4410 STARTING AND ENDING TRAVEL

A. General

1. The order establishes when travel status starts and ends.

2. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours (2400-0600).

3. When travel is between 2400-0600, the only acceptable sleeping accommodations are:

a. Ship staterooms, and

b. Train sleeping cars.

4. Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations.

5. If a traveler is required to travel overnight (2400-0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. U4415-C and U4415-D).

\*6. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400-0600, if there is a more reasonable schedule that meets mission requirements ([CBCA 3211-TRAV, 30 July 2013](#)).

7. The AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
8. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
9. A traveler should be scheduled for departure in time for an en route rest stop or an overnight rest period at the destination, under the circumstances in pars. U4415-B and U4415-C.
10. A traveler should identify travel requirements in sufficient time (if known) to arrange coach class accommodations.
11. The AO must carefully review requests for first and business class accommodations to determine if mission needs allow for a change in travel dates to support a lower class accommodation.

B. Travel between 0600-2400. Travel should be scheduled between 0600-2400. To prevent travel between 2400-0600, it is reasonable for a traveler to depart the:

1. PDS/home early enough to prevent travel between 2400-0600, or
2. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

C. Additional Per Diem for Travel between 0600-2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600-2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

1. **Example 1.** A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.
2. **Example 2.** A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the traveler's financial responsibility.

#### U4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

A. General. When scheduling flights of 14 or more hours (par. U3520-C11):

1. First choice is to use economy/coach class and arrive the day before the TDY begins, to allow for appropriate rest.
2. Second choice is to use economy/coach class and arrange an en route rest stop (preferably at a no cost point allowed by the airline) with arrival on the day TDY starts.
3. The last and most expensive option is to use business accommodations arriving on the day the TDY starts. ***This option should be avoided whenever possible.***

B. En Route Rest Stop/ TDY Point Rest Period

1. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant, and must not be automatic.

2. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements.
3. See par. U3030 for scheduled travel.
4. See par. U4415-A for rest periods.
5. An en route rest stop/TDY point rest period:
  - a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.
  - b. May only be authorized when travel is to the TDY site.
  - c. Must not be authorized for the return flight if the traveler can rest before reporting back to work.

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
  - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
  - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See par. U4410-A regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
  - a. The origin or destination is OCONUS; and
  - b. Travel is by a usually traveled route; and
  - c. Travel is by less than first/business class accommodations; and
  - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non-overnight time spent at airports during plane changes*.
3. Flight Length
  - a. The flight length (14, 20, 30, 40 hours)" is not sufficient justification to authorize/approve an en route rest stop.
  - b. Flight length justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work.
  - c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.
  - d. When using flight length to justify a rest stop, the order must clearly state when the TDY travel was identified and when travel reservations were made.
4. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:

- a. Travel is authorized by first/business class service.
  - b. For personal convenience, a traveler chooses to travel by a circuitous route, , causing excess travel time.
  - c. A traveler takes leave at a stopover.
5. En Route Rest Stop Location. An en route rest stop:
- a. May be authorized/approved at any intermediate point; and
  - b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
  - c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).
6. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
7. Per Diem. The rest stop locality per diem rate applies.
- D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the traveler reports for duty when:
1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS the flight(s) between two duty points, including scheduled non-overnight time spent at airports during plane changes.
  2. An en route rest stop is not authorized/approved;
  3. The traveler is not authorized first/business accommodations; or
  4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. U4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.
- E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a traveler elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem/AEA for the additional time may be paid if the:
1. Transportation savings offset the additional per diem/AEA cost, yielding an overall savings to the GOV'T; and
  2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

#### **U4420 SPECIAL CONVEYANCE TRAVEL**

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. If travel is by vehicle, authorized travel time is computed under par. U3025-C.

#### U4425 MIXED MODES TRAVEL

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. U3010), partly by POC and partly by common carrier, is computed IAW par. U3025-E or U4765.

#### U4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION

##### A. Authorization/Approval

1. TDY travel may be authorized/approved to begin/end at one of the places listed in this par. without requiring the traveler to first report to headquarters/the regular duty place.
2. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

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

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

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

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

#### U4435 RETURN TO PDS DURING EXTENDED TDY

##### A. General

1. For this par. "extended TDY" means directed continuous travel of 3 or more weeks.
2. A traveler on extended TDY (other than deployment) may be authorized to periodically return, in an official travel status, to the PDS/place from which the traveler commutes daily to the PDS, on weekends or other non-workdays.
3. Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.
4. Return to the PDS/place of abode is not authorized for Coast Guard members.

##### B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).

2. Return travel must be authorized/approved and included in the travel order/voucher. *This travel is an exception to the policy of scheduling travel during regular duty hours.* Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. U4440.

**C. Lodging Retained at TDY Location during Authorized Return**

1. Authorization/Approval. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;

b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

2. Reimbursement

a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.

b. See APP G for reimbursable expenses.

c. See par. U7225 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

**U4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS**

A. General. A TDY traveler may voluntarily return to the PDS/residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods. This par. applies to an active duty and RC member.

B. Authorized Allowances. The maximum reimbursement allowable for round trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location. There is no per diem or AEA while at the PDS. See par. U7225 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

**C. Allowances Not Authorized**

1. No per diem is credited for any day the traveler is in a leave status.

2. Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a reimbursable expense (APP G). FOREIGN AREA lodging tax is not a reimbursable expense.

D. Lodging Retained at TDY Location. All costs for lodging retained at the TDY location during a voluntary return is the traveler's financial responsibility, except IAW pars. U7225 or U7226.

E. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per pars. U3210-D).

**NOTE:** The *per diem*, *TDY mileage*, and *GMR* used in these examples are for illustrative purposes and may not reflect current rates. See par. U2600 for the current TDY mileage rate; par. U2605 for the current MALT rate; and APP A for the GMR.

1. **Example 1.** Per Diem and POC TDY Mileage Computation

<p>A traveler performs TDY (not at a U.S. INSTALLATION) and returns to the PDS during the TDY period on the weekend for personal reasons.</p> <p>The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).</p> <p>AEA is not authorized.</p> <p>Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.</p> <p>POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip.</p> <p>The traveler is due \$1,500.25 (constructed cost since it is less than the actual cost for this example).</p> <p>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</p>			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	\$65 + (\$46 x 75%) =		\$ 99.50
24 to 26 June	\$65 + \$46 = \$111/day x 3 days =		\$333.00
27 June	\$46 x 75% =		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	\$65 + (\$46 x 75%) =		\$ 99.50
30 June to 2 July	\$65 + \$46 = \$111/day x 3 days =		\$333.00
3 July	\$46 x 75% =		\$ 34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$.565/mile =			\$ 734.50
<b>Actual Cost Total</b>			<b>\$1,668.50</b>
CONSTRUCTED COST			
23 June	\$65 + [\$46 x 75%] = \$65 + \$34.50 =		\$ 99.50
24 June to 2 July	\$65 + \$46 = \$111/day x 9 days =		\$999.00
3 July	\$46 x 75% =		\$ 34.50
1 round trip of 650 miles (official distance) x \$.565/mile =			<u>\$ 367.25</u>
<b>Constructed Cost Total</b>			<b>\$1,500.25</b>

2. **Example 2.** Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. U4200-B2) is \$10 plus \$5 IE for this example.

POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip.

The member is due \$410.05 (constructed cost since it is less than the actual cost for this example).

**NOTE:** GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4065 and U4080). The GMR rate used in the example is for illustrative purposes only – see APP A for the current GMR.

<b>ITINERARY</b>			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$10 + \$5 \text{ (IE)} =$		\$ 21.00
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	$\$6 + \$10 + \$5 \text{ (IE)} = \$21/\text{day} \times 2 \text{ days} =$		\$ 42.00
16 July	$\$46 \times 75\% =$		\$ 34.50
$2 \text{ round trips of } 370 \text{ miles (official distance)} \times 2 = 740 \text{ miles} \times \$.565/\text{mile} =$			<u>\$418.10</u>
<b>Actual Cost Total</b>			<b>\$631.10</b>
<b>CONSTRUCTED COST</b>			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	$\$6 + \$10 + \$5 \text{ (IE)} = \$21/\text{days} \times 6 \text{ days} =$		\$126.00
16 July	$\$46 \times 75\% =$		\$ 34.50
$1 \text{ round trip of } 370 \text{ miles (official distance)} \times \$.565/\text{mile} =$			<u>\$209.05</u>
<b>Constructed Cost Total</b>			<b>\$410.05</b>

3. **Example 3.** 'Lodging Plus' Per Diem Computation

ITINERARY	
5 Mar (Mon)	Depart PDS
5 Mar (Mon)	Arrive TDY
9 Mar (Fri)	Depart TDY
9 Mar (Fri)	Arrive PDS
11 Mar (Sun)	Depart PDS
11 Mar (Sun)	Arrive TDY
16 Mar (Fri)	Depart TDY
16 Mar (Fri)	Arrive PDS
The traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$46 equals \$101 which does not exceed the TDY location \$135 (\$89/ \$46) maximum per diem rate.	
CONSTRUCTED COST	
Applying the \$101 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$303 for Friday, Saturday and Sunday (\$101/day x 3 days = \$303).	
ACTUAL COST	
Per diem for the return day to the PDS on Friday 75% x \$46 =	\$ 34.50
Cost of round trip transportation =	\$180.00
Per diem for the travel day to the TDY location (75% x \$46) + \$55 =	<u>\$ 89.50</u>
<b>Total</b>	<b>\$304.00</b>
The actual cost of per diem and transportation (\$304) for round trip travel to the PDS exceeds the constructed cost of per diem (\$303) the traveler would have been authorized if the traveler remained at the TDY location. The traveler is reimbursed \$303.	
Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round trip mileage and per diem in the amount of \$304. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.	
TDY mileage is not paid to the passenger.	
If each traveler's per diem is taken into account, the maximum per diem payable would be \$606 (\$101/day/traveler x 3 days = \$303/traveler x 2 travelers).	
If the round trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round trip mileage for the driver traveler and per diem for the passenger traveler equal to \$428). \$34.50 per diem for Friday + \$89.50 per diem for Sunday = \$124  \$124/person (per diem for Friday and Sunday) x 2 people = \$248 per diem  \$248 (per diem) + \$180 (transportation for 2 travelers) = \$428  The driver receives \$304. The passenger receives \$124.  There is a \$178 savings to the GOV'T (\$606 - \$428).	

4. **Example 4.** TDY Per Diem & POC TDY Mileage Computation

A traveler is assigned to a TDY location. The travel order does not require the traveler's daily return to headquarters. The traveler elects POC travel (for personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours.

NTE the maximum TDY location per diem rate \$144 (\$83/ \$61) may be reimbursed for the round trip between the TDY and PDS locations. The traveler's lodging cost is \$60/day if the traveler remained at the TDY location.

The traveler is due \$522 (actual cost) which is less than the constructed cost.

<u>Day</u>	<u>Date</u>	<u>Depart PDS</u>	<u>Return PDS</u>	<u>POC Distance</u>
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
<b>REIMBURSEMENT</b>				
<b>PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED</b>				
Mon	10/15	75% x \$61 =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thurs	10/18	75% x \$61 =		\$ 45.75
Four round trips of 150 miles each = 600 miles x \$.565/mile =				<u>\$ 339.00</u>
Per Diem & POC TDY Mileage for Actual Travel Total =				<b>\$522.00</b>
<b>GOV'T'S CONSTRUCTED COST</b>				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thurs	10/18	75% x \$61 =		\$ 45.75
One round trip of 150 miles x \$.565/mile =				\$ 84.75

5. **Example 5.** AEA Comparison

<b>ITINERARY</b>		
Sun	10/07	Arrive TDY location (AEA Authorized NTE \$90)
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
<p>The maximum AEA payable at the traveler's TDY location is \$90/day. This is used in comparing the actual expenses for the round trip travel and what would have been payable if the traveler remained at the TDY location.</p> <p>If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidental expenses) and on Sunday after return (lodging)) exceed the official TDY location rate, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.</p> <p>If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.</p>		

6. **Example 6.** Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. U4200-B2) is \$9.90 plus \$5 IE for this example.

POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip.

The member is due \$405.75 (constructed cost since it is less than the actual cost for this example).

**NOTE:** GOV'T dining facility/mess deductions are not made for arrival and departure days. The GMR rate used in the example is for illustrative purposes only – APP A for the current GMR.

Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 to 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
<b>REIMBURSEMENT (Actual and Constructed Cost Comparison)</b>			
9 July	\$6 + \$34.50 (\$46 x 75%) =		\$ 40.50
10 July	\$6 + \$9.90 + \$5 (IE) =		\$ 20.90
11 July	\$46 x 75% =		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	\$6 + \$34.50 (\$46 x 75%) =		\$ 40.50
14 to 15 July	\$6 + \$9.90 + \$5 (IE) = \$20.90/day x 2 days =		\$ 41.80
16 July	\$46 x 75% =		\$ 34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$0.555/mile =			<u>\$410.70</u>
<b>Actual Cost Total</b>			<b>\$623.40</b>
<b>CONSTRUCTED COST</b>			
9 July	\$6 + \$34.50 [\$46 x 75%] =		\$ 40.50
10 to 15 July	\$6 + \$9.90 + \$5 (IE) = \$20.90/days x 6 days =		\$125.40
16 July	\$46 x 75% =		\$ 34.50
1 round trip of 370 miles (official distance) x \$0.555/mile =			<u>\$205.35</u>
<b>Constructed Cost Total</b>			<b>\$405.75</b>

**U4445 TRAVEL TO AN ALTERNATE LOCATION ON NON DUTY DAYS**

A. **General.** A TDY traveler who travels to a location, other than the PDS/home, for personal reasons on non duty days (and returns to the TDY location) is:

1. Not authorized transportation expense reimbursement.
2. Authorized only per diem related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location.

3. Reimbursed NTE what would have been paid had the traveler remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

B. **Examples**

1. General Circumstances. Traveler is TDY from Location A to Location B. Location B per diem = \$173 (\$122/\$51). Traveler drives from Location B to Location C on Friday night. Traveler returns to Location B Sunday night. Traveler checks out of Location B hotel on Friday and stays in Location C hotel Friday and Saturday nights. Location B hotel (actual cost) = \$120 lodging + \$14.40 lodging tax (12%). Traveler pays \$145 lodging + \$18.85 (13% lodging tax) per night in Location C, for Friday and Saturday. Location C per diem = \$203 (\$149/\$54). Traveler is paid NTE the Location B per diem rate of \$173/night (\$122 lodging + \$51 M&IE). Traveler is reimbursed for 2 nights lodging tax at Location C NTE \$29.28 (based on Location B lodging tax rate of \$14.64 per night (12% of \$122)). **Traveler is not authorized TDY mileage for driving between Locations B and C.**

2. Lodging with Friends/Family. Traveler is TDY from Location D to Location E. Location E per diem rate = \$161 (\$110/\$51), Traveler is staying with friends and incurring no lodging cost. Traveler drives to Location F on Friday night and returns to Location E Sunday night. Traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 lodging and \$9 lodging tax (12%) each night. Even though the Location F per diem rate is \$114 (\$70/\$44), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. Traveler is paid \$110 for lodging + \$51 for M&IE based on the maximum per diem for Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. **Traveler is not authorized any TDY mileage for driving between Locations E and F.**

3. GOV'T QTRS and PMR DIRECTED. Member is TDY from Location X to Base Y (per diem rate \$161 (\$110/\$51)). Member stays on the U.S. INSTALLATION for \$20/night (no tax) and is paid \$34/night (\$29 PMR + \$5 CONUS IE). This amount is based on the order that indicates GOV'T QTRS and the PMR is directed. Member drives to Location Z on Friday night and returns to Base Y Sunday night. Member checks out of the Base Y GOV'T QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. At location Z the traveler pays \$75 lodging + \$9 (12% lodging tax) each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/\$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is paid per diem (\$20 for lodging + \$34 for the PMR based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR + CONUS "IE" since they were directed in the order. **Member is not authorized TDY mileage for driving between Locations Y and Z.**

**U4450 RETURN TO PDS DIRECTED DURING NON WORKDAYS**

A. General. When the TDY assignment does not require a traveler to remain at the TDY location on non workdays (including holidays), the AO may require a traveler to return to the PDS for non workdays provided the conditions below are met.

B. Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non workdays:

1. The expense for round trip transportation and per diem allowance/AEA en route is less than the per diem allowance/AEA that would have been paid if the traveler remained at the TDY location,
2. The last workday at the TDY location, before returning to the PDS, is not adversely affected,
3. The first workday at the TDY location, after returning from the PDS, is not adversely affected, and
4. The travel order states the traveler must return to the PDS for non-workdays.

## CHAPTER 5

### PERMANENT DUTY TRAVEL

**Paragraph    Title/Contents**

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<b>U5012</b>	<b>PCS ALLOWANCES</b>
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**Paragraph    Title/Contents****SECTION B2: TRAVEL AND TRANSPORTATION OPTIONS**


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**SECTION B3: PCS EXAMPLES – LODGINGS AND 'MALT PLUS' PER DIEM**


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<b>U5106</b>	<b>PCS EXAMPLES – LODGINGS AND 'MALT PLUS' PER DIEM</b>
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**SECTION B4: TRAVEL RESTRICTIONS**


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<b>U5113</b>	<b>PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED</b>
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- G. Time Limit
- H. Member Ordered Home to Await the Results of Disability Proceedings
- I. Member Serving in CONUS Who Has No Dependent and is Separated from the Service under other than Honorable Conditions

**Paragraph    Title/Contents**

- J. Enlisted Member Ordered to a College
- K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

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**SECTION D7: RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**


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- U5365    RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
- A. HOS Authorized
  - B. Transportation to HOS Not Authorized
  - C. Storage
  - D. Member Undergoing Hospitalization or Medical Treatment
  - E. Member Undergoing Education or Training
  - F. Other Deserving Cases
  - G. Member Required to Vacate GOV'T/GOV'T Controlled QTRS or Privatized Housing before Selecting a Home
  - H. Recalled to Active Duty before Selecting a Home
  - I. Recalled to Active Duty after Selecting a Home
  - J. Member on the TDRL Who Is Discharged or Retired
  - K. Member Dies after Retirement or Release
  - L. Member Ordered Home to Await Disability Retirement

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**SECTION D8: HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**


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- U5370    HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A. General
  - B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
  - C. PDS to Which Dependent Travel Is Authorized Changed to Dependent Restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
  - D. HHG Transportation Incident to Alert Notice
  - E. Cadet or Midshipman Dies while Enrolled in Service Academy
  - F. Member Reduced in Grade
  - G. HHG Transportation Incident to Tour Extension
  - H. HHG Shipment Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member with Dependent Stationed in CONUS)
  - I. HHG Transportation Incident to IPCOT
  - J. Consumable Goods Allowance Incident to Tour Extension or IPCOT
  - K. HHG Transportation for a Dependent Relocating for Personal Safety

**Paragraph    Title/Contents****SECTION D9: HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

- U5372      HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
- A. General
  - B. Limitations
  - C. When Authorized
  - D. Storage
  - E. Termination of Missing Status
  - F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse is Also a Member
  - G. Administrative Instructions

**SECTION D10: STORAGE IN TRANSIT (SIT)**

- U5375      STORAGE IN TRANSIT (SIT)**
- A. General
  - B. Time Limit
  - C. SIT for HHG Transported from NTS to Destination
  - D. SIT Converted to NTS
  - E. HHG Partial Lot Withdrawal and Delivery from SIT
  - F. Further PCS Order Received after the Member Arrives at a New PDS
  - G. Order Amended, Modified, Canceled or Revoked
  - H. Short Distance Moves

**SECTION D11: NONTEMPORARY STORAGE (NTS)**

- U5380      NONTEMPORARY STORAGE (NTS)**
- A. General
  - B. Place of NTS
  - C. NTS as an Alternative to Transportation
  - D. NTS Converted to SIT
  - E. NTS of HHG Currently in SIT
  - F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
  - G. NTS Incident to Occupancy of GOV'T/GOV'T Controlled QTRS or Privatized Housing and Incident to Vacating Local Private Sector Housing
  - H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage
  - I. Successive NTS Authorization Periods
  - J. Order Amended, Modified, Canceled or Revoked
  - K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
  - L. Time Limits

**Paragraph    Title/Contents****SECTION D12: AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS****U5390        AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**

- A.    General
- B.    Summary of PCS HHG Authorized Locations and Weight Allowance

**PART E: POV TRANSPORTATION AND STORAGE****SECTION E1: POV TRANSPORTATION****U5400        GENERAL****U5405        ELIGIBILITY**

- A.    Initial Authority
- B.    Related Shipment/Transportation

**U5410        TRANSPORTATION**

- A.    Transportation Permitted
- B.    POV Transportation when Transportation to the New PDS Not Permitted
- C.    Replacement POV Transportation
- D.    Reimbursement of Rental Vehicle Cost when a Motor Vehicle Arrives Late

**U5413        TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK UP**

- A.    General
- B.    POV Delivery/Pick Up Separate from PCS Travel
- C.    Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved
- D.    POV Pick Up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved
- E.    POV Delivery to Pick Up from a Designated POV Port/VPC Accomplished as Part of TDY En Route

**U5414        TRANSPORTATION OF POV TO/FROM AN OCONUS PDS**

- A.    Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS
- B.    Transportation of a POV between OCONUS Port/VPC and OCONUS PDS

**U5415        POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE****U5417        TRANSPORTATION OF A POV WITHIN CONUS INCIDENT TO A PCS**

- A.    General
- B.    Member Possesses More than Two Vehicles
- C.    Restrictions
- D.    Cost Reimbursement Example
- E.    Cost Reimbursement Example

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U5420</b>	<b>TRANSPORTATION RESTRICTIONS</b> <ul style="list-style-type: none"><li>A. POV Purchased in a Non Foreign OCONUS Area</li><li>B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS</li><li>C. Vehicle Size</li><li>D. Combining POV Weight Limitations when Husband and Wife Are Members</li></ul>
<b>U5425</b>	<b>TRANSPORTATION METHODS</b> <ul style="list-style-type: none"><li>A. GOV'T/Commercial Transportation</li><li>B. Personally Procured Transportation</li></ul>
<b>U5435</b>	<b>PORTS/VPCs USED</b> <ul style="list-style-type: none"><li>A. Designation of Ports</li><li>B. Alternate Ports/VPCs</li><li>C. Transshipment from a Designated Port/VPC</li></ul>
<b>U5440</b>	<b>FACTORS AFFECTING POV TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. POV Transportation May Be Deferred</li><li>B. Error</li><li>C. Order Amended, Modified, Canceled or Revoked</li><li>D. Transportation before an Order Is Issued</li></ul>
<b>U5445</b>	<b>EXCESS COST COLLECTION</b>
<b>U5455</b>	<b>POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES</b> <ul style="list-style-type: none"><li>A. Official and Personal Situations</li><li>B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependent Travel Is Not Authorized before the POV Is Transported from a CONUS Port/VPC</li><li>C. Incident to Alert Notice</li><li>D. PDS Evacuation</li><li>E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death</li><li>F. POV Transportation for a Dependent Relocating for Personal Safety</li></ul>
<b>U5456</b>	<b>TRANSPORTATION INCIDENT TO DIVORCE</b>
<b>U5457</b>	<b>TIME LIMITATION FOR TRANSPORTATION OF A POV</b> <ul style="list-style-type: none"><li>A. Incident to Separation from Service or Relief from Active Duty</li><li>B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay</li><li>C. Incident to PCS</li></ul>
<b>U5460</b>	<b>CARE AND STORAGE</b>

**Paragraph    Title/Contents**

**U5461            RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE**

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**SECTION E2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY**

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**U5462            DEFINITION**

**U5464            GENERAL**

**U5465            CARE AND STORAGE**

**U5466            ELIGIBILITY**

- A. Members
- B. Storage

**U5467            STORAGE IN LIEU OF SHIPMENT**

**U5468            TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**

- A. General
- B. Delivery/Pick Up
- C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY en Route is Involved
- D. Pick Up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved
- E. Delivery/Pick Up from a Designated Storage Facility Accomplished Concurrently with TDY en Route

**U5470            STORAGE FACILITIES USED**

- A. Designated Storage Facilities
- B. Personally Procured POV Storage

**U5472            FACTORS AFFECTING POV STORAGE**

- A. Orders Amended, Modified, Canceled, or Revoked
- B. Storage before an Order Is Issued
- C. Time Limitation

**U5474            RESTRICTIONS**

- A. Restriction on Vehicle Size
- B. Combining POV Size Limitation when Husband and Wife Are Members
- C. Other Excess Storage Costs

**Paragraph    Title/Contents**

- U5476            CONTINUED POV STORAGE**
- A.    Continued POV Storage for Active Duty Members
  - B.    Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement or TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

- U5479            FUNDS ADVANCE**

**PART F: MOBILE HOMES TRANSPORTATION**

- U5500            PRIVATELY OWNED MOBILE HOMES**
- A.    General
  - B.    Eligibility
  - C.    Geographic Limitations
  - D.    Delayed/Deferred Mobile Home Transportation

- U5505            MOBILE HOME TRANSPORTATION**
- A.    Definition
  - B.    Member Married to Member
  - C.    Single Member/Concurrent Travel Performed
  - D.    Dependent Travels to/from a Designated Place/Selected Point in CONUS or Alaska
  - E.    Return from a PDS neither in CONUS nor Alaska
  - F.    Upon separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement

- U5510            GOV'T/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION**
- A.    Routing
  - B.    Personally Procured Commercial Transportation
  - C.    Movement other than by Commercial Transporter
  - D.    GOV'T Procured Transportation
  - E.    Transportation Partly by Commercial Transporter and Partly by other Means

- U5515            MOBILE HOME TRANSPORTATION FACTORS**
- A.    Mobile Home Allowance Application
  - B.    Breakdown of, Damage to, or Destruction of a Mobile Home En Route
  - C.    Improper Shipments
  - D.    Order Amended, Modified, Canceled or Revoked
  - E.    Mobile Home Transportation from a Prior PDS
  - F.    Transportation before an Order Is Issued
  - G.    HHG Removed from a Mobile Home to Meet Safety Requirements

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

**Paragraph    Title/Contents**

- U5530        MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**
- A.    General
  - B.    Reimbursable Expenses
  - C.    Non Reimbursable Expenses
  - D.    Cost Constraints
  - E.    Ownership
- U5540        MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A.    When a Dependent Travels before the Member's PCS due to Official/Personal Situations
  - B.    Mobile Home Transportation Incident to Alert Notice
  - C.    Mobile Home Transportation Incident to Tour Extension
- U5545        MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
- A.    General
  - B.    Authorized Transportation
  - C.    Additional Moves—Member Reported as Missing for more than 1 Year
  - D.    Death of a Member
- U5555        TEMPORARY STORAGE**
- A.    General
  - B.    SIT Time Limits
  - C.    Order Amended, Modified, Canceled or Revoked
  - D.    Another PCS Order Is Issued after the Member Arrives at the New PDS
- U5560        FUNDS ADVANCE**

**PART G: DISLOCATION ALLOWANCE (DLA)**

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**SECTION G1: GENERAL**

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- U5600        PURPOSE**
- U5605        DEFINITION OF TERMS**
- A.    Member with Dependent(s)
  - B.    Member without Dependent(s)
- U5610        ELIGIBILITY**
- A.    Member with Dependent(s)
  - B.    Member without Dependent(s)

**Paragraph    Title/Contents**

- U5615        DETERMINING AMOUNT PAYABLE**
- A.    General
  - B.    Dependent Authorized to Relocate ICW PCS but Delays Travel

- U5620        FISCAL YEAR LIMITATION ON PAYMENT OF DLA**
- A.    General
  - B.    Application of Fiscal Year Limitation on DLA Payment

**SECTION G2: AUTHORIZATION FACTORS**

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- U5630        AUTHORIZATION FACTORS**
- A.    General
  - B.    Special Categories For Which DLA Is Authorized
  - C.    Special Categories For Which DLA Is Not Authorized
  - D.    Household Relocation Incident to Alert Notification
  - E.    DLA when a Member Married to Member Couple is Transferred to a New PDS
  - F.    DLA when a Member is Directed by Competent Authority to Vacate Private Sector QTRS

**SECTION G3: DLA RATES**

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- U5635        DLA RATES**
- A.    Primary DLA Rates (Table U5G-1)
  - B.    Secondary DLA Rates (Table U5G-2)
  - C.    DLA when a Member Married to Member Couple is Transferred (Table U5G-3)

**PART H: TLE ALLOWANCE WITHIN CONUS**

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- U5700        PURPOSE**
- U5705        AUTHORIZATION**
- A.    Authorized TLE
  - B.    Not Authorized TLE
- U5710        TIME LIMITATIONS**
- A.    General
  - B.    Temporary Increase
- U5715        TEMPORARY QTRS**

**Paragraph    Title/Contents**

- U5720        REIMBURSEMENT**
- A. Member Married to Member
  - B. Per Diem Rate Used
  - C. Maximum TLE Reimbursement
  - D. Reimbursement Example
  - E. Reimbursement Computation

- U5725        FUNDS ADVANCE**

**PART I: PET QUARANTINE**

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- U5800        GENERAL**

- U5805        PET QUARANTINE REIMBURSEMENT**

- U5810        GENERAL PET INFORMATION**
- A. GOV'T Funded Transportation Not Authorized
  - B. Pet Quarantine Information
  - C. U.S. Fish and Wildlife Service Requirements
  - D. Related Restrictions

- U5815        MEMBER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT**

**PART J: EARLY RETURN OF DEPENDENT**

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- U5900        DEPENDENT TRAVEL**
- A. General
  - B. Official Situations
  - C. National Interest
  - D. Personal OCONUS Situations and Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
  - E. Divorce or Annulment

- U5905        HHG TRANSPORTATION**
- A. From other than CONUS or a Non Foreign OCONUS Area Due to Official Situations
  - B. National Interest
  - C. From OCONUS Due to Personal Situations

- U5910        POV TRANSPORTATION**
- A. OCONUS Dependent Transportation Authorized
  - B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued
  - C. Ex Family Member Travel Incident to Divorce or Annulment
  - D. Dependent Return to OCONUS Areas Authorized
  - E. Authority on the Next PCS

**Paragraph    Title/Contents**

**U5915            MOBILE HOME TRANSPORTATION**

- A.    General
- B.    Member Assigned to Full PCS Weight Allowance Area
- C.    Member Assigned to Administrative Weight Restricted Area

**U5920            TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR  
PERSONAL SAFETY**

- A.    General
- B.    Definitions
- C.    Restriction
- D.    Authority
- E.    Reimbursement

**PARTS K-R: RESERVED**

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## SECTION 3: MISCELLANEOUS TRAVEL FACTORS

### U5207 TRANSOCEANIC TRAVEL

#### A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. Maximum use should be made of GOV'T air transportation.
3. A dependent is not required to use GOV'T air transportation. However, if the dependent agrees to do so, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate GOV'T air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is IAW par. U5116-D1.

#### B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.
2. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
3. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations (For stateroom standards and required use of U.S. registry ships, see Ch 3, Part H).
4. The provisions in par. U5116-D1 do not apply for directing a member to use GOV'T/GOV'T procured transportation when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

### U5210 PER DIEM RATE FOR DEPENDENT TRAVEL

A. General. A member is authorized per diem for each dependent's actual travel ICW the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel ICW the PCS are not used in computing the per diem for travel of any other dependent addressed in pars. U5210-B and U5210-C.

B. Dependent Accompanies Member. When a dependent travels with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three fourths for each dependent age 12 or older; and
2. One half for each dependent under age 12.

***NOTE:*** When more than one POC is used as provided for in par. U5015-A, and a dependent traveling in a POC travels along the same general route on the same days as the member, the dependent is accompanying the

*member (par. U5210-C for a dependent ‘not’ accompanying the member). A member’s TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.*

C. Dependent Travels Independently. A dependent is not ‘accompanying the member’ when the dependent travels separately from a member on different routes and/or at different times. The member is authorized per diem for this dependent as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

D. Examples

<b>EXAMPLE 1</b>				
<b>CONUS TO OCONUS PCS</b>				
The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current. See par. U2025.				
Member, spouse, and 4 year old child perform PCS travel. Family spends \$150 for lodging (single room rate is \$120) on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). New PDS M&IE is \$60. Standard CONUS per diem = \$123.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
1 to 3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi @ \$20
<b>REIMBURSEMENT</b>				
1 & 2 Aug	\$276.75 (\$123 member + 92.25 spouse + 61.50 child)/day x 2 days=			\$553.50
3 Aug	\$110 + \$42 (member) =			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$ 45.00
	(\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$ 56.25
MALT	600 miles x \$.24/mile =			\$ 144.00
Taxi				<u>\$ 20.00</u>
<b>Total Reimbursement</b>				<b>\$1,160.75</b>

<b>EXAMPLE 2</b>				
<b>OCONUS TO CONUS PCS</b>				
The <a href="#">Standard CONUS per diem rate</a> used in this example may not be current. See par. U2025.				
Member, spouse, 14 year old child and 10 year old child perform PCS travel. Family spends \$220 for lodging (single room rate is \$100) on 15 Jul. POE per diem rate is \$188 (\$126/ \$62). New PDS M&IE is \$46. Standard CONUS per diem = \$123.				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi @ \$25
<b>REIMBURSEMENT</b>				
15 July	$\$62 \times 75\% = \$46.50 + \$100$ (\$100 less than \$126) (member) =			\$146.50
	$\$219.75$ ( $\$146.50 \times 75\%$ /dependent $\times 2$ dependents $\geq$ age 12) + $\$73.25$ ( $\$146.50 \times 50\%$ /dependent $<$ age 12) =			\$293.00
16 July	$\$46 \times 75\% =$ (member)			\$ 34.50
	$\$51.75$ ( $\$46 \times 75\% \times 75\%$ /dependent $\times 2$ dependents $\geq$ age 12) + $\$17.25$ ( $\$46 \times 75\% \times 50\%$ /dependent $<$ age 12) =			\$ 69.00
	MALT: 600 miles $\times$ \$.24/mile =			\$ 144.00
	Taxi			<u>\$ 25.00</u>
<b>Total Reimbursement</b>				<b>\$712.00</b>

**NOTE:** MALT & ‘Lodging Plus’ per diem are paid for the same day.

**U5215 FACTORS AFFECTING DEPENDENT TRAVEL**

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. U5201-B who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, as set forth in par. U5215.

1. While on Duty at a Station to which Dependent Travel Is Authorized. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS. Travel authorization from the dependent’s location on the PCS order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. A dependent temporarily absent from the old PDS at the time an order is received is subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under par. U5215-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent Restricted Tour Area. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized. Authorization is from the dependent’s location on the PCS order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place at which the dependent remained, or to which the dependent moved at personal expense, when the member was transferred to the dependent restricted tour area.

B. Dependent Transported OCONUS at GOV'T Expense – Return at GOV'T Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis (**NOTE 2 below**), who no longer qualifies as a dependent (APP A DEPENDENT definition) and/or an unmarried child (**NOTE 2 below**) who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at GOV'T expense to the member's OCONUS PDS. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,
- \*2. The dependent's native country if the dependent is foreign-born. *See U5900-A, Note.*

**NOTE 1:** *Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.*

**NOTE 2:** *If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.*

C. Dependent Acquired on or before the PCS Order Effective Date. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (par. U5222-G). For Service Academy graduates, par. U5222-A2.

**NOTE:** *This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS (pars. U5201-B3d and B3g). (42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972).*

D. Effect of an Age Change or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS ORDER EFFECTIVE DATE (APP A). If dependency status no longer exists when travel begins, no authorization exists.

1. Age Changes. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS ORDER EFFECTIVE DATE. When travel begins more than 60 days after the PCS order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60<sup>th</sup> day. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. U5210. When dependent travel:

- a. Begins on/before the PCS order effective date and ends after the PCS order effective date, per diem is based on the age on the PCS order effective date;
- b. Ends before the PCS order effective date, per diem is based on the age on the date travel ends;
- c. Begins 60 or fewer days after the PCS order effective date, per diem is based on the age on the date travel begins; or
- d. Begins more than 60 days after the PCS order effective date, per diem is based on the age on the 60<sup>th</sup> day after the PCS order effective date.

2. Delayed Travel to an OCONUS Area. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a DESIGNATED PLACE (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. U5215-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization

is determined on the dependent's age on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons. A member is liable for costs associated with undue delay for personal reasons.

4. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS order to a PDS to which the dependent is authorized to travel, and the dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.***

5. TDY Directed ICW PCS to a Dependent Restricted Tour. When a member is directed to perform TDY en route by a PCS order to a dependent restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the PCS order effective date, authorization is based on the dependent's age on the 60th day after order effective date.***

E. Order Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS order is:

1. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or
2. Canceled or revoked,

the dependent's travel and transportation allowances are authorized. Allowances are payable for the distance from the place from which the dependent began travel to the place at which notification was received that the order was amended, modified, canceled or revoked, and from that location to the new PDS or return to the old PDS, NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received. When a dependent is temporarily absent from the old PDS, DESIGNATED PLACE or safe haven when the member receives a PCS order, the member is authorized dependent travel and transportation allowances from the old PDS, DESIGNATED PLACE or safe haven to the new PDS, provided the dependent returns to the old PDS, DESIGNATED PLACE or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

G. PCS while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

H. Dependent En Route to the New PDS at the Time of the Member's Death. When a member dies after a dependent begins travel under PCS order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, see par. U5241.

I. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date. A member:

1. Who performs PCS travel, and
2. Whose spouse on the PCS order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes after the PCS Order Effective Date. A member who is denied dependent travel and transportation allowances for a child by par. U5201-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS order effective date. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

#### U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

***NOTE:*** Par. U5218 does not apply to travel to and/or from a **DESIGNATED PLACE (APP A)**. For this Part, the place at which the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of a PCS order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS. For HHG transportation, pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, pars. U5207 and U5210.

#### U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

A. General. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructed travel time between the authorized points; or
2. What it would have cost if GOV'T procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Ch 4, Part B for the time required for travel between authorized points.

If GOV'T procured transportation is used, the GOV'T procured transportation cost is subtracted from the allowances.

#### B. MALT Rate

1. Dependent Travels Together with the Member in the Same POC. The MALT rate in par. U2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS. There is no additional MALT for the dependent travel.
2. Dependent Travels in a Separate POC. The MALT rate in par. U2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

#### C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. U5210-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

## SECTION 4: VARIOUS UNIQUE PCS SITUATIONS

### U5222 VARIOUS UNIQUE PCS SITUATIONS

#### A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authority for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired. However, if the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authority is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances. ***The tour length restrictions in pars. U5201-B3e and U5201-B3f do not apply.***

#### C. Ordered to an OCONUS Station to which Dependent Travel Is Authorized

1. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in par. U5222-C if they travel.

2. Dependent Authorized Concurrent Travel with Member. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized allowances for dependent travel when performed from the place the dependent is located when the member receives the PCS order to the OCONUS PDS, NTE the allowances for travel from the last place transported at GOV'T expense to the new PDS. GOV'T transportation facilities for transoceanic travel should be used when available.

#### 3. Concurrent Dependent Travel Denied

a. Anticipated Delay to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

- (2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

b. Anticipated Delay to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at GOV'T expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at GOV'T expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving a dependent to a designated place under par. U5222-C may move the dependent to the OCONUS PDS at personal expense. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at GOV'T expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may leave the dependent at the current location or move the dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

a. CONUS;

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;

- (2) The member's spouse was a legal resident of that area at the time of marriage;
  - (3) The member was called to active duty from that area;
  - (4) It is the member's HOR; or
  - (5) Authorized/approved through the Secretarial Process;
- c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or
- d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. Par. U5350-C second item for related HHG transportation.;
- (1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
  - \* (2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per [DoDI 1315.18](#), Procedures for Military Personnel Assignments. *See U5900-A, Note.*
  - (3) The Commandant of the Coast Guard (CG-12) may make an exception for a Coast Guard member; and
  - (4) *A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.*
2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. A member is authorized dependent travel and transportation allowances under par. U5222-D when the old home port or PDS is identical to the new home port or PDS ([57 Comp. Gen. 266 \(1978\)](#)).
3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependent travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.
4. Subsequent Authority. When a member is:
- a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;
  - b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (see par. U5222-D1) or another specified ship, afloat staff, or afloat unit (see par. U5222-D2 or U5222-D3);
  - c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at GOV'T expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical ([57 Comp. Gen. 266 \(1978\)](#)).

5. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances from the old home port:

- a. Or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from the old home port to a location other than the new home port, par. U5218 applies. If travel is from a designated place to a location other than the new home port, the authority is limited to that from the designated place to the new home port.
- b. To the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from a location other than the old home port to the new home port, par. U5218 applies. If travel is from a location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.
- c. Or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

6. Home Port Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked. Provisions apply, but are not limited, to a member who has:

- a. Delayed dependent travel or transportation to the old home port, or
- b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

***NOTE: Authority for a member in par. U5120-F7 is not applicable to exception for dependents in pars. U5222-D6.***

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized thereat, or IAW par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5201-B3e and B3f do not apply.

F. COT. A member stationed OCONUS who is selected to serve a COT is authorized the following dependent travel and transportation allowances (IPCOT allowances, par. U5240-G):

1. Unaccompanied to Unaccompanied Tour. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the GOV'T's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.
2. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.
3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, par. U5222-C4 or U5222-D1 applies. A member may leave a command-sponsored dependent at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (see par. U9205-A1). ***A dependent is no longer command-sponsored once the member departs PCS per DoDI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.***
4. Accompanied-to-Accompanied Tour. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent. A member, ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, authority is for the travel performed NTE the allowances from the place the dependent was last moved at GOV'T expense. If the member was not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authority cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT, see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Home Port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes. Dependent travel and transportation allowances are authorized from the old home port to the new home port. Home port change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to a Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port for determination of dependent travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. *Par. U5222-K does not apply to a member not authorized dependent travel and transportation allowances under par. U5201-B.* Except as provided in par. U5222-K2, authority for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. U5201-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at GOV'T expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-K1 and U5222-K2, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. When a dependent did not travel at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authority for travel from the last or any prior PDS or place the dependent was retained (see par. U5201-A) or from a designated place to which previously transported (see par. U5222-D), as applicable;

b. When a dependent traveled at GOV'T expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authority for travel from the hospital to which the member was transferred when the dependent traveled at GOV'T expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided dependent transportation. Such transportation is provided only if authorized/approved through the Secretarial Process. Par. U5225-F applies. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When a dependent travels at GOV'T expense to the HOR or PLEAD, or to some other place under par. U5222-L, such travel constitutes final separation travel unless the member is restored to duty ([63 Comp. Gen. 135 \(1983\)](#)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

**NOTE:** *Per diem or reimbursement for meals and lodging may not be paid ICW travel under par. U5222-M.*

1. General. A dependent of a member on duty aboard a ship:
  - a. Being overhauled or inactivated at a place other than its home port or
  - b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. U5222-M4 in lieu of the member's authority, to the overhaul or inactivation port, NTE the cost of GOV'T-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. A dependent must not be provided transportation under par. U2222-M unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under par. U5222-M must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

2. Ship's Home Port Not Changed. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. U7115, in which case dependent travel under par. U5222-M is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent, member, each time the authority becomes available. The dependent travel under par. U5222-M may not exceed the cost of GOV'T-procured round trip travel for the member.

3. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependent Travel while the Ship Is Being Constructed. When the authorization conditions in par. U5222-M are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

- a. Ship's designated future home port; or
- b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

- a. Ship's future home port; or
- b. Area at which the dependent is residing;

unless the member has elected personal travel under par. U7115 D, in which case dependent transportation under par. U5222-M is not authorized. A member has the option to personally travel or substitute dependent travel each time the authority becomes available. Authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under par. U5222-M must

begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependent travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally-procured commercial transportation (*CTO/TMC use is still MANDATORY*);
- c. The automobile mileage rate (see par. U2600) for the distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5201-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of GOV'T-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port.

N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

***NOTE: See pars. U5120-F and U5120-G when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS. The member's PCS travel is completed on the reporting date at the new PDS. Par. U10406 and Tables U10E-4 and U10E-5 for housing allowance changes when a Service defers a dependent's travel.***

1. General. The Services have limited discretionary authority (see pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters ([42 USC §5121 et seq](#)) subject to approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.

a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication. See [DoDI 1315.18 http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf).

b. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.

2. Designation of a CONUS Area as a Non-concurrent Travel Application Area. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

a. Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at GOV'T expense until the authority designated by the Secretarial Process authorizes/approves the travel.

b. The member selects 'awaiting transportation' location for the dependent when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy (see par. U5160-E). ***Pars. U5120-F and G are not applicable when the designated place has not been declared.***

Par. U5222-N2b example: A dependent had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependent to remain at a delay location. The dependent travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at GOV'T expense.

3. Delayed Dependent Travel between CONUS PDSs. The member's PCS order must state that dependent travel to the new PDS under that order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at GOV'T expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

4. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must state that dependent travel under that order to the new CONUS PDS at GOV'T expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at GOV'T expense.

b. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

5. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This par. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at GOV'T expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS order must reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. U2200-B3).

The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Secretarial Process. When further travel is authorized/ approved, the PCS order must be modified/amended to authorize/approve dependent travel.

6. Dependent Travels from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. This par. applies when dependent travels to a dependent-selected location not authorized by an official travel order or performs the travel prior to the issuance of an amended/modified PCS order. Travel and transportation reimbursement for the dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

a. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Anticipated Delay to Be for 20 or More Weeks from the Member's Reporting Date. This par. applies to a dependent (separately or as a family) who elects to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the GOV'T's travel and transportation cost directly from the last place to which the dependent was moved at GOV'T expense to the new PDS. ***Pars. U5120-F and G are not applicable when the authorized dependent designated place is unknown.*** Excess travel costs involving the dependent-selected location are the member's financial responsibility.

## SECTION 6: UNUSUAL/EMERGENCY CIRCUMSTANCES

### U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

**NOTE:** See par. U5905-C2 for HHG transportation under unusual/emergency circumstances.

#### A. General

1. This par. covers dependent travel situations that are in:
  - a. Advance of the member's PCS, and
  - b. The GOV'T's best interest.
2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (see par. U7200 for COT leave travel); certain dependent travel ICW a member's court martial; tour extensions; and alerts.
3. An order authorizing dependent travel and transportation must cite the specific par. U5240 under which the travel is authorized.
4. Ch 6 for dependent evacuation travel.
5. Part J for early return of a dependent, including a dependent in CONUS whose member spouse is court martialled OCONUS.

#### B. PDS Changed to a Dependent Restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authority for dependent travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in par. U5240-B. In par. U5240-B, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.
2. Restriction or Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before the dependent begins travel from the member's old PDS, the authority for dependent travel and transportation allowances is determined under par. U5222-D1.
3. Restriction or Change in Designation Imposed after a Dependent Begins Travel. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authority in such cases cannot exceed that accruing from the old PDS to the appropriate:
  - a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent restricted tour, or
  - b. Home port of the ship and from the home port to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.
4. Restriction or Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. U5240-B1 where they were located under a prior order on the date they receive notification of the restriction or change in designation, no dependent travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after a Dependent Leaves the Designated Location. When the restriction or change in designation is imposed after the dependent begins travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authority in this case cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

- a. Designated place in CONUS;
- b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
- c. Designated place in a non foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after the Dependent Arrives at Member's Duty Station. When the restriction or change in designation is imposed after the dependent arrives at the member's OCONUS PDS or home port, or the restriction or change in designation is not made known to the dependent until arrival at or in the vicinity of that PDS, dependent travel and transportation allowances under par. U5240-B are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependent evacuation is necessary, par. U6005 applies.

8. Subsequent Authority. A member, otherwise authorized dependent travel and transportation allowances under par. U5201-A:

- a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
- b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
- c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS or home port of the ship, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate home port. ***However, when the dependent is in CONUS, the return transportation to the same or another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS or home port or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependent may be retained at the place to which the dependent traveled under pars. U5240-B1 through U5240-B7 until further transportation is authorized.

***NOTE: A dependent may be retained at a temporary OCONUS location to which transported under pars. U5240-B6 and U6005 only when authorized/approved through the Secretarial Process.*** Travel of the dependent of a member when the member is not authorized travel and transportation allowances under par. U5201-B is governed by par. U6005.

C. RESERVED

**D. Dependent Travel and Transportation Incident to an Alert Notice**

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

2. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement. When a dependent has traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependent Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

**NOTE: The authority limit is up to that from the old to the current PDS.** Authority under par. U5240-E is limited to the situation in which a member's tour is extended due to:

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

Authority under par. U5240-E also is limited to the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

**F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member Stationed in CONUS)**

1. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

a. Is sentenced by a court martial to:

- (1) Confinement for more than 30 days,
- (2) Receive a dishonorable/bad conduct discharge, or
- (3) Dismissal from a Uniformed Service, or

b. Receives an administrative discharge under other than honorable conditions.

2. Authority. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Request. Travel may be requested by:

a. The member,

- b. The member's spouse, or
- c. Another dependent (if the member has no spouse, or the spouse is not available).

\*4. Travel Destination. The dependent destination must be a designated place, except that a foreign -born dependent may be returned to the dependent's native country. *See U5900-A, Note.*

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

- a. Member, or
- b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

- a. The court martial is completed, or
- b. Of administrative discharge.

G. Dependent Travel and Transportation Incident to an IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized dependent travel and transportation allowances as follows:

**NOTE: An IPCOT is not an extension; it is another full tour.**

1. Unaccompanied to Accompanied Tour

- a. Dependent travel and transportation at GOV'T expense from a designated place to the current PDS at which the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served.
- b. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied to Accompanied Tour. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

H. Travel and Transportation for a Dependent Relocating for Personal Safety. See par. U5205.

**U5241 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. Par. U5241-A applies to a dependent (without regard to command sponsorship ([B-158661, 22 December 1966](#))) whose member sponsor is on active duty and who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status ([37 USC §554](#)), or who dies while entitled to basic pay (37 USC §476(f)).

B. Definitions

1. Dependent. See APP A1. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at GOV'T expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in par. U5241, includes transportation in kind or reimbursement therefore under par. U5201-A1b, and/or MALT under par. U5015-A.

C. Limitations

1. Destination. Travel at GOV'T expense may not be authorized/approved under par. U5241-C unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service Concerned.

2. Dependent Travel when Member Officially Reported as Injured, Ill, or Absent for More than 29 Days in a Missing Status (37 USC §494)

a. General. Authority ends for dependent travel and transportation allowances if the dependent does not begin travel to the final home within 1 year after the date of the official status report.

b. Exception. Travel at a later date may:

(1) Be authorized/approved through the Secretarial Process IAW 37 USC §494.

(2) *not* be authorized/approved for escort travel for the dependent in par. U5241-F.

c. Delayed Travel. GOV'T funded travel and transportation allowances are not authorized when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.

d. Per Diem. *Per diem is not payable ICW dependent transportation authorized in par. U5241-C2.*

3. Dependent Travel and Transportation when Member Officially Reported as Dead (37 USC §476)

a. Death Occurs On/After 6 January 2006. If a member on active duty dies on/after 6 January 2006, the dependent has 3 years, beginning on the member's date of death to choose a HOS. **Example:** Member died on 10 January 2006. Family had until 9 January 2009 (3 years) to make a HOS.

b. Per Diem. Per diem (see par. U5210) is authorized for a dependent who is authorized transportation in par. U5241-D, ICW the death of a member entitled to basic pay (37 USC §476(f)).

D. When Authorized

1. General. A dependent may be furnished transportation to a member's HOR or to another location as may be authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:

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

When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. U5241-C2) to reside pending a decision by the dependent as to what location to exercise the authority to a final move at GOV'T expense. That final move must be exercised within the time limit established in par. U5241-C3.

2. Additional Moves

- a. Status Change. A dependent moved under par. U5241-D1 may again be moved under par. U5241-D1 when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.
- b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under par. U5241-D1 may be moved again under par. U5241-D1 when the member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authority for dependent travel and transportation allowances under par. U5201 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authority contained in par. U5241.

F. Dependent Escort Travel (10 USC §1036). Ch 7, Part Q, for escort travel accompanying an eligible dependent under par. U5241, when it has been determined by the AO or Commanding Officer that travel by the dependents is necessary; that they are incapable of traveling alone because of age, mental or physical incapacity, or the other extraordinary circumstances detailed in the Service regulations.

1. Roundtrip transportation and travel allowances may be paid to any person for travel performed, or to be performed, under a competent order as an escort for the member's dependent, if the travel is performed not later than one year after the member (1) dies, (2) is missing or (3) otherwise unable to accompany the dependents.

***Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.***

2. Travel and transportation allowances may be paid in advance IAW Service regulations.

## SECTION 1: POV TRANSPORTATION

### U5400 GENERAL

A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. *These allowances are discretionary.*

\*C. POV transportation is authorized unless restricted by the AO or Service PCS order regulations. ***NOTE: POV transportation is not authorized for a Selected Reserve member authorized Limited PCS allowances from home to duty station IAW par. U7165.***

D. Other Requirements. Other requirements related to transporting a POV, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).

### U5405 ELIGIBILITY

A. Initial Authority. A POV (APP A1) may be authorized by a PCS order to be transported for the member's or dependents' personal use when:

1. Ordered to make a PCS to, from, or between OCONUS PDSs;
2. A change in a ship's home port is authorized; or
3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

***NOTE 1: An order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved (e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).***

***NOTE 2: Under par. U5405-A1, a member may be authorized transportation of a POV when PCSing from a CONUS PDS to an OCONUS PDS, between two OCONUS PDSs, or from an OCONUS PDS to a CONUS PDS. There is no authority to transport a member's POV from a CONUS location (e.g., at which the member left the POV while stationed overseas) to the new CONUS PDS, unless that POV was being stored at GOV'T expense because it could not be transported to the OCONUS PDS IAW JFTR, par. U5466.***

B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation is authorized to/from the appropriate port/VPC.

### U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
  - a. POV unloading port/VPC serving the new PDS;
  - b. POV unloading port/VPC serving another authorized place (pars. U5410-B, U5455-A and B);
  - c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
  - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

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2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.
4. For Member Married to Member Couples. See par. U5420-D for combining POV shipping weight limits when husband and wife are members.
5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (par. U5420-B).

**B. POV Transportation when Transportation to the New PDS Not Permitted**

***NOTE: Storage when POV transportation is not authorized to a foreign OCONUS PDS, Ch 5, Part E2.***

1. General. A member:
  - a. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because
    1. POV transportation is not permitted to the new PDS;
    2. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or
    3. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a DESIGNATED PLACE (par. U5222-C3a);
  - b. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:
    1. Any place in CONUS the member designates, if the old PDS is OCONUS;
    2. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or
    3. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or
    4. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***
2. Subsequent Transportation. A member:
  - a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the DESIGNATED PLACE to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
  - b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Ch 5, Part E2.***

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C. Replacement POV Transportation. When a POV, transported to an OCONUS area at GOV'T expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or
2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

D. Reimbursement of Rental Vehicle Cost when a POV Arrives Late. *This applies to PCS transportation.* If the POV of a member or member's dependents, transported at GOV'T expense for the member's and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated required delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the required deliver date. The maximum reimbursement is \$210.***

EXAMPLES	
Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$00</b>
Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$210</b>
(15 to 21 June – 7 days @ \$30/day = \$210.00)	
Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
<b>Member Reimbursement Amount Authorized:</b>	<b>\$210</b>
(7 days vehicle rental @ \$30/day = \$210)	
Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January

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Member is notified vehicle is ready for P/U:	1 February
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$60</b>
(30 & 31 Jan – 2 days @ \$30/day = \$60)	
(Authority does not start until after the RDD.)	

**U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service concerned designates the ports, using par. U5435. No authority exists under par. U5413-A when POV transportation to the new PDS is not permitted (par. U5410-B). For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV, pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and
2. Designated POV unloading port/VPC to the new PDS.

Travel time, computed under par. U5160, is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

- a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
- b. Reimbursement for transportation (pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

- a. Old PDS to the passenger port for self and dependents; and
- b. Passenger port to the designated POV loading port/VPC for self.

*Reimbursement for travel back to the passenger port is not authorized.*

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

- a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. U5105-B2);
- b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. U5105-B2); and
- c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

***NOTE:*** *When a dependent accompanies the member and/or delivers the POV to the designated POV port/VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, par. U5413-C has dependent travel and transportation allowances.*

2. POV Pick-up from POV Port/VPC ICW TDY En Route. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

- a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
- b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
- c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

***NOTE:*** *When a dependent accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, par. U5413-D has dependent travel and transportation allowances.*

#### **U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS**

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;
2. The member is physically unable to drive between the port/VPC and PDS; or
3. The conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

**Example 1.** The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

**Example 2.** The member is assigned to an OCONUS country. That country's GOV'T requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

**U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE**

An eligible member ordered on a PCS between CONUS PDSs may be authorized/approved transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (par. U5160) for the member to drive and report to the new PDS as ordered.

***NOTE: A dependent's inability to drive does not satisfy this criterion.***

**U5417 TRANSPORTATION OF A POV WITHIN CONUS INCIDENT TO A PCS****A. General**

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

- a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. GOV'T's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT Plus' for driving two POCs to the new PDS (see example, par. U5417-D); and
- d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE: If the POV transportation cost exceeds the reimbursement limitation (par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***

2. MALT and cost reimbursement are separately authorized for driving the second vehicle.

**B. Member Possesses More than Two Vehicles.** Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and
2. Must go through the Secretarial Process IAW JFTR, (par. U5015-B).

**C. Restrictions**

1. A member must not be authorized POV transportation at GOV'T expense if the member has:
  - a. No dependents,
  - b. No dependents *eligible* for transportation at GOV'T expense, or
  - c. No dependents being relocated incident to the PCS.
2. A member who is authorized POV transportation is not authorized commercial travel at GOV'T expense for the member and/or dependents ICW the PCS.
3. The member must personally procure all POV transportation. ***GOV'T procured transportation is not***

authorized.

4. Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.

5. POV storage at GOV'T expense is *not authorized* in lieu of POV transportation in par. U5417.

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

**NOTE:** Of the various computation possibilities, the Services chose the following comparisons to use.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

<u>Step 1</u> Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$123/day x 8 days (\$984)	+	2,665 miles x \$.24/mile (\$639.60)=	\$1,623.60
Spouse	\$92.25/day x 8 days (\$738) = (75% of the member's per diem)			\$ 738.00
1 <sup>st</sup> Child	\$92.25/day x 8 days (\$738) = (75% of the member's per diem)			\$ 738.00
2 <sup>nd</sup> Child	\$92.25/day x 8 days (\$738) = (75% of the member's per diem)			\$ 738.00
<b>TOTAL</b>				<b>\$3,837.60</b>

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<u>Step 2</u> Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$123/day x 8 days = \$984	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,623.60
Spouse	\$123/day x 8 days = \$984	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,623.60
1 <sup>st</sup> Child	\$92.25/day x 8 days (\$738) =			\$ 738.00
2 <sup>nd</sup> Child	\$92.25/day x 8 days (\$738) =			\$ 738.00
<b>TOTAL</b>				<b>\$4,723.20</b>

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<u>Step 3</u> Reimbursement Limitation to Drive One POC and Transport One POV	
Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,723.20) <b>minus</b> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,837.60).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
2. Reimbursement limitation is \$4,723.20 (Step 2) - \$3,837.60 (Step 1) =	\$ 885.60
3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500 - \$885.60 =	<b>\$ 614.40</b>

E. Cost Reimbursement Example. The example below is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

<u>Step 1</u>				
<b>Member, Member, and 2 Children, Perform Concurrent Travel in One POC</b>				
(See par. U5105-B)				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$123/day x 8 days (\$984)	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,623.60
Member 2	\$123/day x 8 days (\$984)			\$ 984.00
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$92.25/day x 8 days (\$738) =			\$ 738.00
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$92.25/day x 8 days (\$738) =			\$ 738.00
<b>TOTAL</b>				<b>\$ 4,083.60</b>

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<u>Step 2</u>				
<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$123/day x 8 days = \$984	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,623.60
Member 2	\$123/day x 8 days = \$984	+	2,665 miles x \$.24/mile (\$639.60) =	\$1,623.60
1 <sup>st</sup> Child 75% of Mbr 1 Per Diem	\$92.25/day x 8 days (\$738) =			738.00
2 <sup>nd</sup> Child 75% of Mbr 2 Per Diem	\$92.25/day x 8 days (\$738) =			\$ 738.00
<b>TOTAL</b>				<b>\$4,723.20</b>

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<u>Step 3</u>	
<b>Reimbursement Limitation to Drive One POC and Transport One POC</b>	
Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,723.20) <b>minus</b> the cost of both members and 2 children, performing concurrent travel in 1 POC (\$4,083.60).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = ( <b>The \$1,500 amount shown is for illustration purposes only.</b> )	\$1,500.00
2. Reimbursement limitation is \$4,723.20 (Step 2) - \$4,083.60 (Step 1) =	<u>\$639.60</u>
3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500-\$639.60 =	<b>\$860.40</b>

**U5420 TRANSPORTATION RESTRICTIONS**

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at GOV'T expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

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2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;
2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority;  
or
3. Directed by that country's government.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is IAW Service regulations.
3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at GOV'T expense in lieu of transporting two POVs for an eligible member married to member couple during the transfer of both members, each under a PCS order.
2. Payment for transporting the vehicle may not exceed the total cost the GOV'T would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

**U5425 TRANSPORTATION METHODS**

***NOTE: ICW transportation of a POV within CONUS, when advantageous and cost effective to the GOV'T, the member is responsible for making all arrangements (par. U5417).***

A. GOV'T/Commercial Transportation. Transportation of a POV may be by GOV'T/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

***NOTE: Transportation of a POV by air is not authorized at GOV'T expense (54 Comp. Gen. 756 (1975)).***

B. Personally Procured Transportation. An eligible member, who has not transported a POV at GOV'T expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a GOV'T representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the GOV'T had arranged the transportation ([51 Comp. Gen. 838 \(1972\)](#)). The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (par. U5455-E).

**U5435 PORTS/VPCS USED**

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the GOV'T for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the GOV'T for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

**U5440 FACTORS AFFECTING POV TRANSPORTATION**

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at GOV'T expense may, upon assignment to a new PDS to which a transportation authority exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authority, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS.

***NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable, see par. U5410-A), par. U5417, or ICW authorized POV storage in Ch 5, Part E2.***

B. Error. A POV, transported by the GOV'T to a wrong destination, must be reshipped or transshipped to the proper destination at GOV'T expense.

C. Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at GOV'T expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued. POV transportation is permitted (pars. U5410-A and U5420-B), before a PCS order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;
2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;

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3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued. General information furnished to the member concerning the issuance of a PCS order before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) are not advice that the order would be issued ([52 Comp. Gen. 769 \(1973\)](#)).

**U5445 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the GOV'T must be collected (par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

**U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES****A. Official and Personal Situations**

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. Ordered on PCS to an OCONUS PDS; and
- b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. ([65 Comp. Gen. 520 \(1986\)](#)).

2. Authority on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation authority on the PCS from that PDS.*

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an order, dependents are not returning to CONUS, etc.), is authorized, and an order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

**B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port.** When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS DESIGNATED PLACE.

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C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. Pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at GOV'T Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at GOV'T expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton/vehicle restriction does not apply to par. U5455-E.*

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par. U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

**NOTE: Both POVs must be transported to the same destination.**

2. POV Transported by Other than the GOV'T

a. In lieu of having the GOV'T transport the POV(s), the member, the dependent, next of kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – *but not a mileage payment* - is authorized); or
- (2) Arrange transportation of the POV(s) and receive reimbursement.

**NOTE: Both POVs must be driven/transported to the same destination.**

b. The total reimbursement cannot exceed the cost that would have been incurred had the GOV'T transported/stored the POV(s). Service claims regulations has GOV'T damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at GOV'T expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at GOV'T expense, no

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reimbursement is paid unless *both POVs do not arrive* at the authorized destination by the designated delivery date(s).

4. Storage

a. NTS. If the person authorized to receive custody of the POV(s):

- (1) Is not known;
- (2) Is subject to litigation; or
- (3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at GOV'T expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. *SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.*

c. Size Restriction. *The SDDC storage contract maximum standard size restriction does not apply.*

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

**U5456 TRANSPORTATION INCIDENT TO DIVORCE**

When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's former spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved ([61 Comp. Gen. 180 \(1981\)](#)). *Transportation under par. U5456 exhausts the authority for transportation of a POV under the member's PCS order.*

**U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV**

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

**NOTE:** See par. U5012-I for restrictions to time limit extensions.

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B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, E, and F).

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in JFTR or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

**U5460 CARE AND STORAGE**

The GOV'T's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

**U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE**

This applies to GOV'T authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at GOV'T expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

***NOTE:*** A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210 (Examples, see par. U5410-D).

## SECTION 2: DLA ELIGIBILITY FACTORS

### U5630 ELIGIBILITY FACTORS

A. General. A member is eligible to receive DLA under par. U5610 for a PCS move and dependent evacuation. These are the usual categories. There are a number of other situations in which a member may or may not be eligible for DLA. The eligibility under these special circumstances follows.

B. Special Categories for Which DLA Is Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at GOV'T expense ([42 Comp. Gen. 460 \(1963\)](#)).

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. *The designated representative may not re-delegate this authority. **NOTE: DLA is payable for proximity moves performed under an ITDY order. See 37 USC §406(e) and 37 USC §407.***

3. Dependent Movement to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further DLA authority accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. U6012 and U6059.

4. Transfer to CONUS Hospital

a. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

5. Inter-service Transfer. When a member is:

a. Separated or relieved from active duty to continue on active duty in another Service, and

b. Transferred with no break in service from one Service to another under the authority of [10 USC §716](#) or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Order Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified,

canceled, or revoked. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move. **No more than two DLAs are authorized by par. U5630. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. Par. U5630 does not authorize more than one DLA for a dependent who moves twice under the authority in par. U5222-C3a.**

7. Member without Dependents Assigned to Two Crew Nuclear Submarine (SSBN)

a. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned GOV'T QTRS and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship ([57 Comp. Gen. 178 \(1977\)](#)).

b. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to GOV'T QTRS and occupies a private sector residence for a period of more than 15 days ([59 Comp. Gen. 221 \(1980\)](#)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA ([73 Comp. Gen. 6 \(1993\)](#)) if the member:

a. Has no dependent (**NOTE: DLA at the without dependent rate is payable under par. U5630-B11 to a member, who is a member with dependents for housing purposes solely because the member is paying child support.**), and

b. Is assigned to permanent duty aboard a ship, and

c. Elects not to occupy assigned shipboard QTRS for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

d. Occupies private sector housing ashore.

12. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military INSTALLATION. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military INSTALLATION and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves. For par. U5630-B12, the term military INSTALLATION means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments,

reduced personnel or funding levels, or skill imbalances ([10 USC §2687\(e\)\(3\)](#)).

13. Member without Dependents Elects Not to Occupy Inadequate GOV'T QTRS. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependent,
- b. Is assigned to QTRS of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such QTRS or facility.

14. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard QTRS, and
- d. Occupy a private sector residence or family type GOV'T QTRS ashore.

See 73 Comp. Gen. 6 (1993).

15. Housing Moves at a PDS for the GOV'T's Convenience. A partial DLA of \$694.89 (effective 1 January 2013) must be paid to a member who is ordered to occupy/vacate family-type GOV'T QTRS due to:

- a. Privatization,
- b. Renovation, or
- c. Any other reason for the GOV'T's convenience other than PCS. See the NOTE below.

**NOTE:** *For par. U5630-B, item 15(c), partial DLA is not authorized for the following local moves:*

1. *From GOV'T QTRS upon separation/retirement;*
2. *Incident to PCS;*
3. *Change in family size or bedroom requirement for the member's convenience including promotion;*
4. *Voluntarily member initiated (Exception: GOV'T directed moves under pars. U5355-C1 and U5355-C2);*
5. *Pending divorce or family separation;*
6. *Due to the member's misconduct; or*
7. *From privatized housing to privatized housing.*

16. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY

order.

C. Special Categories for Which DLA Is *Not* Authorized. DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) **NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if GOV'T QTRS are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. U5630-C1 with which this item does not conflict.);**

\*5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. U5201-B1a through B1d, U5201-B2a through B2f; and U5201-B3b;

\*6. Local short distance moves IAW par. U5355, except as authorized in pars. U5630-B1, U5630-B2, U5630-B12, and U5630-B15; or

\*7. For a Selected Reserve member authorized limited PCS allowances from home to duty station IAW par. U7165.

D. Household Relocation Incident to Alert Notification. A member with dependent,

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member married to member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type GOV'T QTRS, if both:

1. Are without dependents, and

2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

F. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the GOV'T's convenience under the conditions in par. U5355-D is authorized a DLA. ***This does not include moves to or from privatized housing.***

## PART H: TLE ALLOWANCE WITHIN CONUS

### U5700 PURPOSE

TLE is an allowance intended to *partially* pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging *in CONUS* ICW a PCS.

### U5705 AUTHORITY

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, DESIGNATED PLACE (APP A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS; or

***NOTE: TLE is payable incident to a move when entering active duty to the first PDS.***

2. After arriving at the new CONUS PDS, DESIGNATED PLACE, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or
3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or
4. For the elapsed time between PDSs when per diem is not payable; and
5. When the member's PCS order is cancelled or revoked after the member occupies temporary QTRS. The member is authorized TLE reimbursement up to the maximum number of days allowable; or
6. Upon initial arrival at a CONUS PDS and waiting for GOV'T QTRS assignment, or while completing arrangements for other permanent living accommodations when GOV'T QTRS are not available.

***NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, DESIGNATED PLACE, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.***

**Example:** If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a DESIGNATED PLACE (APP A1) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A DESIGNATED PLACE en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a

PCS); or

3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (par. U5205); or
- \*6. When ordered to ITDY; or
- \*7. When a Selected Reserve member is authorized limited PCS allowances from home to duty station IAW par. U7165.

***NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.***

#### U5710 TIME LIMITATIONS

A. General. TLE reimbursement is limited to:

1. CONUS. 10 days for a member who:
  - a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and DESIGNATED PLACE in CONUS, but may not use TLE at the old OCONUS PDS (par. U9150); or
  - b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS DESIGNATED PLACE and CONUS PDS, but not OCONUS; or
2. OCONUS. 5 days for a member who:
  - a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and DESIGNATED PLACE in CONUS, but may not use TLE at the new OCONUS PDS (par. U9150); or
  - b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS DESIGNATED PLACE, but not OCONUS (par. U9150).

B. Temporary Increase

***Effective for TLE incurred on/after 20 March 2008. For TLE between 30 May 2006 and 19 March 2008, the maximum TLE period is 20 days.***

1. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
  - b. A sudden increase in the number of members assigned to the PDS.
2. TLE temporarily increased locations:

***NOTE: Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location. On departure from an extended TLE location, the '10-day' or '5-day' TLE length rules apply.***

<u>Location</u>	<u>Effective Dates</u>	<u>Number of TLE Days</u>
NONE		

3. Reimbursement for a location authorized a temporary TLE (par. U5710-B2) is based on the following criteria:

- a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.
- b. The member is eligible for 5 or 10 days, whichever is applicable per par. U5710-A, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

4. **Examples**

- a. Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).
- b. Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

**U5715 TEMPORARY QTRS**

Temporary QTRS for the member/dependent(s):

1. Must be a temporary residence; and
2. Must be in the vicinity of the old and/or new PDS/DESIGNATED PLACE; and
3. May be allowed if assigned family type GOV'T QTRS are not occupied because:
  - a. HHG have not been shipped from the old PDS; or
  - b. HHG have not been received at the new PDS; or
  - c. GOV'T QTRS are undergoing repair/renovation; or
  - d. HHG have been packed, picked up and/or shipped from the losing PDS; or
  - e. For similar reasons.

***NOTE: Lodging receipts are required by [DoDFMR 7000.14-R, Volume 9](#). When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.***

**U5720 REIMBURSEMENT**

A. Member Married to Member. When both spouses are members:

1. Each may be reimbursed up to \$290/day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and

4. TLE *may be paid*, in addition to TQSE for civilian employees, (JTR, Ch 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

B. Per Diem Rate. The *locality* per diem rate based on the PDS (or DESIGNATED PLACE, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$290/day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days (B-221732, 10 April 1987); and
2. May choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s); and
3. Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use adequate and available GOV'T QTRS on the U.S. INSTALLATION from which departing and/or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival. There is no requirement to use GOV'T QTRS in the vicinity of a designated place (see APP A).

***NOTE: For TLE purposes, when GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower. Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem. Availability/non-availability must be documented by the member by:***

1. *Confirmation number provided by the Service's lodging registration process; or*
2. *The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or*
3. *Member certification that GOV'T QTRS were not available before departure from the old PDS and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the GOV'T QTRS PoC(s).*

D. Reimbursement Example:

1. A member occupies temporary QTRS at the new PDS for 12 days (1 to 12 April).
2. The member's dependent(s) also occupy temporary QTRS for 12 days (18 to 29 April).
3. The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.
4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290/day.

E. Reimbursement Computation

**Step 1:** Determine the daily lodging ceiling and M&IE rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary QTRS	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**NOTES:** *The above percentage factors are used for both lodging and M&IE unless:*

*1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.*

*2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).*

**Step 2:** Determine the lodging cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

**Step 3:** Determine the gross daily equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

**Step 4:** Determine the applicable daily rate. Compare \$290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

**NOTE:** *The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only (current Standard CONUS per diem rate, par. U2025).*

<b>Example 1 -- TLE ALLOWANCE Member with no dependents</b>	
A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$124 (\$78/ \$46). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

<b>Example 2 -- TLE ALLOWANCE</b>	
<b>Member with 3 dependents</b>	
<p>A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$123 (\$77/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:</p>	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	160% x \$46 = \$73.60
Lodging	160% x \$77 = \$123.20
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$123.20 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$80.00 = \$153.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.	\$290 vs. \$ 153.60 \$153.60/day x 8 days = \$1,228.80

<b>Example 3 -- TLE ALLOWANCE</b>	
<b>Two Members with other dependents</b>	
<p>A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$123 (\$77/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:</p>	
<b>Member #1</b>	
<b>(with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate).	
M&IE	100% x \$46 = \$46
Lodging	100% x \$77 = \$77
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$77 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
<b>Member #2</b>	
<b>(with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate).	
M&IE	100% x \$46 = \$46
Lodging	100% x \$77 = \$77
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$77 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
<p>The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576).</p>	

<b>Example 4 -- TLE ALLOWANCE</b>	
<p>A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. <b>NOTE: In this example, each member claims the two dependent children BUT for different days.</b> The members are authorized TLE, computed as follows:</p>	
<b>Member #1 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.25 \$186.25/day x 10 days = \$1,862.50
<b>Member #2 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.26 \$186.25/day x 10 days = \$1,862.50
<p>The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$3,725 (\$1,862.50 + \$1,862.50).</p>	

<b>Example 5 -- TLE ALLOWANCE</b>	
<p>A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136.00 (\$90/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:</p>	
<b>OLD PDS</b>	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$71.00 = \$113.60 160% x \$161.00 = \$257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$195 vs. \$257.60 \$195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$113.60 + \$195 = \$308.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$308.60 \$290/day x 2 days = \$580
<b>NEW PDS</b>	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$46.00 = \$73.60 160% x \$90.00 = \$144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$144 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$85.00 = \$158.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.	\$290 vs. \$158.60 \$158.60/day x 6 days = \$951.60
<p>The member is authorized a total of \$1,531.60 (\$580 + \$951.60) for TLE.</p>	

**Example 6 -- TLE ALLOWANCE**

A member occupies temporary QTRS at the new PDS for 12 days (1 to 12 April) at \$52/night (\$47 plus \$5 tax). The new PDS locality per diem rate is \$123 (\$77/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18 to 29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$127 (\$81/ \$46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that GOV'T QTRS were not available at either location. The member is authorized TLE, computed as follows:

	<b>Member (New PDS)</b>	<b>Dependent(s) (Old PDS)</b>
1. Determine max rate (Given percent x locality rate) M&IE Lodging	65% x \$46.00 = \$29.90 65% x \$77.00 = \$50.05	100% x \$46.00 = \$46.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$50.05 \$50.05	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$29.90 + \$50.05 = 79.95	\$46.00 + \$60.00 = 106.00
Combined Total:		\$79.95 + \$106.00 = \$185.95
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$185.95.		\$290.00 vs. \$185.95 \$185.95/day x 10 days = \$1,859.50

**Example 7 -- TLE ALLOWANCE**  
**Two Rooms Occupied**

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

**U5725 FUNDS ADVANCE**

An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

## 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.

**\*NOTE:** *If approved by the Secretary concerned, return of dependents for foreign nationals may be authorized to any location within the country of the dependent's origin even when the member is stationed within the same 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.*

**\*Example:** *Member is married to a foreign national whose country of origin is Germany. The member is assigned to Munich, Germany and the dependents' home town is Hamburg, Germany. If a circumstance under U5900 occurs that causes the dependent to be returned to Hamburg, then travel and transportation allowances may be authorized, to include HHG, for the dependent(s).*

#### B. Official Situations

1. **Incidents.** 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. See U5900-A, **NOTE**.

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: See par. U5900 for dependent travel ICW early return of a dependent(s).**

**NOTE 2: See 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-C2, 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 lbs. of HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 lbs. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 lbs.

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 lbs. HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 lbs. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 lbs.

**Example 2.** A member divorces at the OCONUS PDS and transports 5,000 lbs. 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 lbs.. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 lbs. The member may transport NTE the authorized weight allowance of 8,000 lbs.

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 lbs. 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 lbs. 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 lbs. 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 lbs. 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 lbs. 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 lbs. 1,000 lbs. 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 lbs. 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 lbs. of HHG/UB 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 lbs. 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 lbs. of HHG from Fort Lewis and 1,000 lbs. from Fort Carson. In the computation, 7,000 lbs. is used from Fort Lewis to Detroit because the member was only authorized 8,000 lbs. when assigned from Fort Lewis and had transported 1,000 lbs. at that time to Fort Carson. The remaining 1,000 lbs. 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.

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**\*SECTION 1: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)**

**U7000 FEML TRANSPORTATION**

A. Policy. FEML policy is established in [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl 2, subsection 1.j.(8). This policy is adopted by, and applies to, all Uniformed Service members.

B. Eligibility

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. Authorized Transportation. Once a traveler/dependent meets FEML eligibility, unless otherwise prohibited, the traveler/dependent is authorized FEML and it is **not** discretionary.

D. Dependent Travel

- 1. A dependent may travel independently of the traveler and may travel even if the traveler 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.

E. Number of FEML Trips

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

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

2. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

3. 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.

F. 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](#)).

G. 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.

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

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

1. FEML Location. To qualify, a location must meet [DoDI 1327.06](#) requirements and be designated by an authority listed in par. U7000-I5.
2. FEML Destination. The authorized FEML destination, determined IAW [DoDI 1327.06](#), is listed in APP S.
3. Alternate Destination(s)
  - a. 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.
  - b. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares *may* be available for use.
  - c. *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

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

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](#).

J. 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. U4780 and Ch 3, Part D).
- 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. U7000-J4a).

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.

K. 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.*

L. 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.

**\*SECTION 2: FUNDED REST AND RECUPERATION (R&R) LEAVE**

**U7005 FUNDED R&R LEAVE TRANSPORTATION**

A. Policy

1. [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl. 2, 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 USCENTCOM 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 2<sup>nd</sup> R&R leave (see par. U7005-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 2<sup>nd</sup> R&R leave (see par. U7005-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. U7005. ***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

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

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. See JTR, Ch 7, Part A2 for civilian employee R&R travel..

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. U7005-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 1<sup>st</sup> 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 2<sup>nd</sup> R&R leave.

**\*SECTION 3: CONSECUTIVE OVERSEAS TOURS (COT) LEAVE**

**U7010 COT LEAVE**

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. U4780, 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. U7010-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. *Costs in these examples are not actual costs and are used for illustration only.*

(1) Example 1

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 <b><i>not responsible</i></b> 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.	

(2) Example 2

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 Examples. *Costs in these examples are not actual costs and are used for illustration only.*

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.***

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.***

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. <b><i>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.</i></b>	

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).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. U7010-A) 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 CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR 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 =	\$ 50.00
<b>Total constructed GOV'T city pair airfare cost =</b>	<b>\$1,924.63</b>
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.24/mile =	\$ 735.12
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 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 =	\$ 553.50
<b>Total actual amount =</b>	<b>\$ 3,225.87</b>
In this example, the city pair airfare to the CONUS 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.	
<b>The member is financially responsible for the additional cost (\$3,225.87 - \$1,924.63) of \$1,301.24.</b>	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT Plus' on behalf of eligible travelers. See par. U7010-F1c.	

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. U7010-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR 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>
<b>Total constructed GOV'T city pair airfare cost =</b>	<b>\$4,040.88</b>
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.24/mile =	\$735.12
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 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>
<b>Total actual amount =</b>	<b>\$3,779.37</b>
In this example, the city pair airfare cost to the CONUS 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 of \$3,779.37. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (par. U7010-F1c).	

2. Travel Status. A member is in a travel status (see par. U2250) 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. U7010 if a member elects:

- a. 15 days leave and transportation, under par. U7025, or
- b. Either of two other options available in lieu of transportation under par. U7025, (i.e., cash, or 30 days leave without funded transportation. See [DoDI 1327.06](#).)

## \*SECTION 4: EMERGENCY LEAVE

### U7015 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 Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/ or Service regulations for non-DoD Services (par. U1015-C2i) are authorized transportation between authorized locations.
2. Transportation Mode. Air is the *only authorized transportation mode* (airport to airport transportation see par. U7015-C3 **NOTE 1**).
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. U7015-C for definition of "authorized location."
  - d. See par. U3220-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. U7070 -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. U4090-H, U4090-I, or U4090-J.

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. U7015, 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. U7015.

2. The authorized locations listed below (including those in par. U7015-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.***

a. Example 1

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.	

b. Example 2

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. U7015-B1a and U7015-B1b and dependent(s) described in pars. U7015-B3a and U7015-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. U7015-B1c and dependent described in par. U7015-B3c, check par. U7015-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. U7015-C3; ***NOTE: Par. U7015-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. U7015-B1c and dependent described in par. U7015-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.***

#### **U7020 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 Policy and Procedures) for DoD Services and/or Service regulations (par. U1015-C2i).

#### **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. U7020-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. U7020-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. U7020-D.
3. See par. U7045 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

a. Example 1

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.	

b. Example 2

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).	

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**\*SECTION 5: SPECIAL REST AND RECUPERATION (SR&R)**

**U7025 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. U4740-A).
- 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

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

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.	

**\*SECTION 6: LODGING ICW LEAVE/AUTHORIZED ABSENCE**

**U7030 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. U4155 covering an authorized absence period do not fully reimburse for the TDY location per diem-related [lodging](#) costs.

3. Fixed (Flat) Rate Per Diem Allowance. If the member is paid a contingency operation fixed rate per diem allowance (e.g., 55%) IAW par. U4950-A:

- 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

<p>1. A member is on a contingency TDY. Member is paid 55% per diem (IAW par. U4950-A) 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% x \$91 (Lodging) = \$50.05 55% x \$51 (M&amp;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>
<p style="text-align: center;"><b>Scenario 1</b></p> <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>
<p style="text-align: center;"><b>Scenario 2</b></p> <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>

4. Reimbursement authority for an authorized absence during a contingency operation applies only when par. U4155 computation provisions, covering an authorized absence period, do not fully reimburse the TDY location per diem-related lodging cost.

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**U7035 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. U4155 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.

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**\*SECTION 7: CONVALESCENT LEAVE**

**U7040 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. U7040-A may select:

a. Transportation in kind;

b. Commercial transportation cost reimbursement when the member travels at personal expense (par. U2110 and Ch 3, Parts A, F, G & H), ***NOTE: IAW par. U3045, it is mandatory policy that a member uses an available CTO to arrange official travel; 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.*

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**\*SECTION 8: SHIP RELOCATED DURING AUTHORIZED ABSENCE**

**U7045 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. U7045 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.***

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**\*SECTION 9: RECALL FROM LEAVE**

**U7050 RECALL FROM LEAVE**

A. Member's Responsibility

1. Except as prescribed in par. U7050-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. U4090-C.

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 B: WITNESS TRAVEL**

**U7055 WITNESS TRAVEL**

A. Case Involving a Uniformed Service

1. Travel and Transportation Allowances. An active duty member, who serves as a witness on behalf of the U.S. in a case involving a Service, receives TDY allowances.
2. Funding. TDY allowances are paid from the requesting Service's funds.

B. Case not Involving a Uniformed Service

1. Travel and Transportation Allowances. An active duty member who serves as a witness on behalf of the U.S. in a case **not** involving a Service, receives travel and transportation allowances as prescribed by the Attorney General.
2. Funding. If GOV'T procured transportation is used, the DoJ is billed.

C. GOV'T Witness

1. Application. For purposes of this par. a GOV'T witness is an active duty member, who serves as a witness in a criminal/civil case for:
  - a. Local Government,
  - b. State Government,
  - c. D.C. Government, or
  - d. Government of a U.S. territory/possession ;
2. Limitations. The criminal/civil case must be:
  - a. Directly related to a Service or to a member, and
  - b. A case in which a Service has a particularly strong, compelling, and genuine interest.
3. Authorized Allowances. A GOV'T witness may receive TDY travel and transportation allowances from the appropriate Service's funds, if competent authority determines that travel is required ([B-202232, 10 July 1981](#), [B-223900, 24 December 1986](#)).

D. Congressional Committee, Private Individual, or Corporation Witness. An active duty member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation:

1. Does not receive travel and transportation allowances, and
2. Arranges travel and subsistence expense payments with the individual/agency desiring testimony.

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**\*PART C: COURIER TRAVEL**

**U7060 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 D: TRAVEL ICW THE DEATH OF A MEMBER/DEPENDENT**

**U7065 GENERAL**

A. Policy. Transportation procedures for the remains of a deceased member and/or a deceased dependent, IAW par. U1015-C2m, are established in the:

1. ([DoDD 1300.22, Mortuary Affairs Policy](#), and
2. DTR
  - a. [Part VII, Ch 701](#), and
  - b. [Part VII, Ch 702](#), and
3. Sponsoring Service regulations.

B. Escorting the Remains of a Deceased Member. Per diem allowances for travel and TDY of a member ICW escorting the remains of a deceased member are IAW Ch 4, Part B.

**U7070 FUNERAL TRAVEL**

A. [Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony](#)

**NOTE:** *The families of cadets/midshipmen are not eligible for this transportation.*

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. U7070, means:
  - a. The deceased member's surviving spouse (including a remarried surviving spouse);
  - b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;
  - c. The deceased member's parent or parents as defined in [37 USC §401\(b\)\(2\)](#) (**NOTE 1** below);
  - d. The deceased member's siblings (one of two or more individuals having one or both parents in common);
  - e. The person who directs the disposition of the deceased member's remains under [10 USC §1482\(c\)](#) (**NOTE 2** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under [10 USC §1482\(c\)](#) to direct the disposition of the remains if individual identification had been made; and
  - f. If no person described in par. U7070-A1a, U7070-A1b, U7070-A1c, and U7070-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U7070-A1e. A person provided travel and transportation under par. U7070-A1f is in addition to the person referred to in par. U7070-A1e.
2. Attendant or Escort. An attendant or escort (pars. U7110-A and U7110-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U7070-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:
  - a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical

condition, or other justifiable reason acceptable to the AO; and

b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U7070-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U7070-A1 and U7070-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

a. The time necessary to travel to the location concerned, plus

b. NTE 2 days at that location, and

c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U7070-A are authorized one, or a combination, of the following for the authorized round trip travel:

(1) Transportation in kind,

(2) Reimbursement for the cost of personally procured commercial transportation,

(3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

GOV'T transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. U7070-A4a(2) is subject to par. U5201-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used GOV'T procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7070-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodging Plus' method in Ch 4, Part B when traveling under par. U7070-A. The per diem payable must not exceed the appropriate rate for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U2805, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The authorized traveler(s) is/are authorized reimbursement for the reimbursable expenses (APP G) incurred incident to travel under par. U7070. Receipt requirements are the same as those in par. U2710.

e. Definitions. See par. U7070-C.

5. Memorial Service. An eligible relative may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service if that memorial service for a deceased member who dies while on active duty occurs at a location other than the burial ceremony location. This round-trip is in addition to that to the burial ceremony and must be completed within 2 years following the member's death, unless the time limitation is waived by the Service Secretary. Allowances in pars. U7070-A1, U7070-A2, U7070-A3, and U7070-A4 apply to the additional roundtrip. Travel and transportation allowances may be provided under par. U7070-A5 for travel of eligible relatives to only one installation/home port/unit memorial

service for the deceased member. The memorial service must be in the CONUS, a non-foreign OCONUS area or the deceased member's last PDS or home port, and may not be in a theater of combat operations.

**B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict**

1. General. Par. U7070-B applies to an eligible family member (as defined in par. U7070-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. ([37 USC §481f](#)).

2. Definition of Eligible Family Member. For purposes of par. U7070-B1, an eligible family member of the deceased member of the armed forces includes the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section [37 USC §401\(b\)\(1\)](#) (**NOTE 4** below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section [37 USC §401\(b\)\(2\)](#) (**NOTE 1** below),
- d. If no person described in par. U7070-B2a, U7070-B2b, or U7070-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under APP E2, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

**C. Definition of Burial Ceremony**. For the purpose of par. U7070, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains;
2. A placement of cremated remains in a columbarium;
3. A memorial service for which reimbursement is authorized under [10 USC §1482\(d\)\(2\)](#) (**NOTE 3** below); and
4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

**D. Definition of "Parent"**. For par. U7070-A1c and U7070-B2c: [37 USC §401\(b\)\(2\)](#), the term "parent" means:

1. A natural parent of the member;
2. A step parent of the member;
3. A parent of the member by adoption;
4. A parent, stepparent, or adopted parent of the spouse of the member; and
5. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

**E. Disposition of Remains**. With reference to par. U7070-A1d(1): [10 USC §1482\(c\)](#) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;

- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

F. Non-Recoverable Remains. For the purpose of par. U7070-C3; [10 USC §1482\(d\)\(2\)](#) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

- (1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and
- (2) reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of Chapter 10 of Title 37, whichever is later.”

G. Definition of “Child”. For par. U7070-B2b: [37 USC §401\(b\)\(1\)](#), the term “child” includes a/an:

- 1. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);
- 2. Adopted child of the member, including a child placed in the member’s home by a placement agency (recognized by the SECDEF) in anticipation of the member’s legal adoption of the child; and
- 3. Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary Concerned.

**\*PART E: DEPENDENT'S ESCORT/ATTENDANT TRAVEL**

**U7110 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.

**U7115 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. U7115 as authority.

C. Travel of a Member's Escort/Attendant. For travel of a member's escort/attendant, see Ch 7, Part F1.

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. U7215) 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. U7120;
- 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. U7215 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. U7120;
- 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. U7180 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. U7070 ) 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. U7305-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. U7275) and the family member cannot travel alone.

**U7120 MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)**

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

**U7125 CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)**

A U.S. GOV'T civilian employee escort/attendant, traveling under par. U7115-D1, U7115-D2, U7115-D5, U7115-D7, or U7115-D8, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See JTR, par. C7110 or C7115.

**U7130 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.

**U7135 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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**\*SECTION 1: PHYSICAL EXAMINATION OR ILLNESS**

**U7140 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. U7140-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.

**U7145 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. U7140-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.

**U7150 TRANSFER TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING IN-SANE/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. U7140.
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.

**U7155 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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**\*SECTION 2: SPECIALTY CARE TRAVEL OVER 100 MILES**

**U7175 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. U7175-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. U7160-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. U7160-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. U7150); and
  - b. Dependents overseas authorized travel under par. U7215.

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. U7160-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. U7160 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.

**U7180 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES**

A. General. If a patient meets the par. U7160-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. U7160-C and U7160-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.

**\*SECTION 3: OCONUS DEPENDENT MEDICAL CARE TRAVEL**

**U7215 OCONUS DEPENDENT MEDICAL CARE TRAVEL**

A. Dependent Definition. As used in this par., a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

B. Local Medical/Dental Care Not Available

1. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- a. Is accompanying the member and the member has been on active duty for more than 30 days; and
- b. Requires care not available in the member's OCONUS PDS area.

2. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U7215-B3.

3. Exceptions. A dependent participating under a dental plan established under [10 USC §1076a](#) (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- a. Emergency dental care,
- b. Dental care provided at an OCONUS location, or
- c. Dental care not covered by the dental plan.

C. Elective Surgery. *Travel and transportation reimbursement is not authorized for a dependent who travels for elective surgery.*

D. Transportation to and from a Medical and/or Dental Facility. When practicable, GOV'T transportation should be used for transportation authorized by this par. When GOV'T transportation is not available or its use is not practicable, dependent patients must be transported by:

1. GOV'T procured commercial transportation,
2. Personally procured commercial transportation, or
3. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. *TDY mileage may not be paid.* However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the GOV'T (i.e., GOV'T or GOV'T-procured transportation). ***NOTE: This limit does not apply when GOV'T or GOV'T-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

E. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

F. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U4705 is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982).***

G. Lodging and Meals. The actual cost of dependent's lodging (including tax (NOTE), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not exceed the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/ dental facility locality per diem rate. A dependent is not authorized meal expenses for roundtrip travel that is performed within 12 hours (see par. U4100-B). This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

***NOTE: The locality per diem lodging ceiling in CONUS and in a non foreign OCONUS area (APP A1) does not include lodging tax. Lodging tax in CONUS and in a non foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign area (APP A1) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.***

H. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in APP G except that if a POC is used to and from the transportation terminal, reimbursement is for the actual expenses incurred, as in par. U4705 and ***payment of mileage is not authorized***. Receipt requirements are the same as those in par. U2710.

I. Attendants for a Dependent. If a dependent is unable to travel unattended, roundtrip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part E.

J. Advance. Funds may be advanced to cover expenses reimbursable under this par.

K. Administrative Provisions. An order authorizing/approving dependent travel for medical or surgical care must cite par. U7215 as authority. A statement by a competent medical official (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the AO's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

L. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5201-A, whose dependent is transported to a place other than the member's PDS under this par., is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

**\*SECTION 4: NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER**

***NOTE:*** *Cadets/midshipmen are not eligible for non-medical attendant allowances.*

**U7220 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER**

A. General. A Uniformed Service member covered by par. U7220 is a member who:

1. as a result of a wound, illness, or injury, has been determined by the attending physician or surgeon to be 'very seriously wounded, ill or injured' or 'seriously wounded, ill, or injured,' and
2. is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wound, illness or injury.

B. Non-Medical Attendant. A non-medical attendant is an individual who is:

1. designated by the member to be a non-medical attendant for the member, and
2. determined by the attending physician or surgeon and the military medical facility commander or head to be appropriate to serve as a non-medical attendant for the member and whose presence may contribute to the health and welfare of the member.

C. Regulatory Authority. A non-medical attendant of a member described in par. U7220-A may be provided transportation and per diem under par. U7220 as determined by appropriate authority. A non-medical attendant under par. U7220 may not also be a designated individual under par. U7270. The Secretarial Process may authorize/ approve transportation and per diem for more than one non-medical attendant in extenuating circumstances. See par. U1015 for claims and APP E1, par. A2q for ITA authority.

1. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.
2. Civilian Employee: A GOV'T civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel order and/or paid under DTS.
3. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U7220-D, U7220-E and U7220-F.

D. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the non-medical attendant's home and the location at which the member is receiving treatment may be provided if the attending physician or surgeon and the military medical facility commander/head exercising military control over the member determines in writing that the designated individual's presence may contribute to the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for personally procured commercial transportation cost (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. U2600) for the official distance traveled by POC,

Reimbursement for personally procured transportation and/or POC use is NTE the GOV'T-procured commercial round-trip air travel cost. GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U7220-D is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of GOV'T-procured commercial air travel between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7220-D1c.

2. **Other Trips.** Only one round-trip between the non-medical attendant's home and the location the member is receiving treatment is authorized. However, the non-medical attendant also may be provided transportation, while accompanying the member, from the treatment location to which the round trip was authorized to any other location to which the member is subsequently transferred for further treatment. The transportation authorized includes any local travel necessary to obtain treatment for the member at the member's PDS (see par. U2805). Ex: The attendant lives at Location A, the member is being treated at Location B. While the attendant is with the member the member must go between Locations B and C. The attendant may be reimbursed to travel with the member between Locations B and C. However, the attendant may not be paid to return to Location A and then travel back to Location B or to Location C.

E. **Per Diem**

1. **General.** When a non-medical attendant is authorized a round-trip to and from a medical facility at GOV'T expense, per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, while accompanying the member to any other location to which the member is subsequently transferred for further treatment, and for return travel to the non-medical attendant's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U7220-E.*

2. **Non-medical Attendant Resides at PDS.** A non-medical attendant who resides at the member's PDS, which is the location at which the member is receiving treatment, is not authorized per diem while in the local area, but may be authorized local travel IAW par. U2805 for any travel necessary to obtain treatment for the member at the member's PDS. The non-medical attendant may be authorized transportation and per diem while accompanying the member to any other location outside the local PDS area to which the member is subsequently transferred for further treatment.

F. **Reimbursable Expenses.** The reimbursable expenses listed in APP G incurred incident to travel under par. U7220 may be reimbursed. Receipt requirements are the same as those in par. U2710.

G. **Funds Advance.** An allowance under par. U7220 may be paid in advance (see par. U2300).

**\*PART G: TRAVELING WITH A MEMBER OF CONGRESS  
OR CONGRESSIONAL STAFF**

**U7225 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).

**U7230 DEFINITIONS**

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).

**U7235 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.

**U7240 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 H: TRAVEL TO RECEIVE A  
NON FEDERALLY SPONSORED HONOR AWARD**

**U7245 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](#)).

**U7250 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).

**U7255 ALLOWABLE EXPENSES**

TDY transportation and per diem/AEA are payable.

**U7260 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.

**U7265 REGISTRATION FEES**

See APP R2, par. E.

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**\*PART I: TRAVEL TO VISIT A WOUNDED/ILL MEMBER**

***NOTE:*** *Cadets/midshipmen are not eligible for designated individual transportation.*

**\*U7270 TRAVEL TO VISIT A WOUNDED/ILL MEMBER**

A. General. Ordinarily, not more than three designated individuals (see par. U7270-B) of a member described in par. U7270-A1 or U7270-A2 may be provided transportation and per diem under par. U7270 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three designated individuals in extenuating circumstances. See par. U1015 for claims and APP E1, par. A2q for ITA authority.

1. Active Duty Member Including an RC Member on Active Duty

a. Seriously Wounded, Ill or Injured. Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. Hospitalized as Result of Combat Wound or Injury. Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. U7270-A1a, who has a wound or an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under [38 USC §1967\(e\)\(1\)\(A\)](#) and who is hospitalized in a medical facility in the U.S. for treatment of that wound or injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authority must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. RC Member Entitled to Disability Pay and Allowances. Transportation and per diem is authorized to visit an RC member entitled to disability pay and allowances under [37 USC §204\(g\)](#), who is physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing IDT (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

DoDFMR, Volume 7A, paragraph 570604, and table 57-3 at [http://comptroller.defense.gov/fmr/07a/07a\\_57.pdf](http://comptroller.defense.gov/fmr/07a/07a_57.pdf) or [COMDTINST M7220.29B par. 12-Q and figure 12-1](#) for a Coast Guard member at [http://www.uscg.mil/directives/cim/7000-7999/CIM\\_7220\\_29B.pdf](http://www.uscg.mil/directives/cim/7000-7999/CIM_7220_29B.pdf)

3. Member Retired due to Wound, Illness or Injury. Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authority does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment. In the case of a member who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon and the military medical facility commander or head. If the designated individual is a:

- a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.
- b. Civilian Employee: A GOV'T civilian employee is authorized the TDY travel and transportation allowances in regulations used by the agency/department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.
- c. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U7270-C, U7270-D and U7270-E.

2. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment. However, during any one time period, there may only be three designated individuals paid per diem – this number is reduced by the number of non-medical attendants authorized during any period the member is authorized one or more non-medical attendants IAW par. U7220. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U7270-A.

**C. Transportation**

1. General. One, or a combination, of the following round-trip transportation services between the designated individual's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the designated individual is necessary for the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U7270-C1b is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7270-C1c.

2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant IAW par. U7220. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U7270-A.

D. Per Diem. When a designated individual is authorized a round-trip to and from a medical facility at GOV'T expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U7270-D.*

E. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U7270 may be reimbursed. Receipt requirements are the same as those in par. U2710.

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**\*PART J: FAMILY MEMBER TRAVEL ICW THE REPATRIATION  
OF A MEMBER HELD CAPTIVE**

**U7275 FAMILY MEMBER TRAVEL ICW THE REPATRIATION OF A MEMBER HELD CAPTIVE**

A. Definitions

1. "Eligible member" as used in par. U7275 is a member of a uniformed service who:
  - a. Is serving on active duty;
  - b. Was held captive, as determined by the Secretary Concerned; and
  - c. Is repatriated to a site inside or outside the U.S.
2. "Family members" as used in par. U7275 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

1. Not more than three family members of a member (see par. U7275-A), or
2. Not more than two persons related to and selected by the member if no family members (as described in par. U7275-A) are able to travel to the repatriation site.

***NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.***

C. Attendant. In addition to family members or other persons authorized to travel in pars. U7275-B1 and U7275-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (see par. U7275-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and
2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind.
2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.
3. Reimbursement for the commercial transportation cost NTE the cost of GOV'T-procured round-trip air travel.

E. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U7275.

F. Funds Advance. An allowance under par. U7275 may be paid in advance IAW par. U2300.

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**\*PART K: ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS**

**U7285 ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS**

A. General

1. Application. Par. U7285-A applies to an absentee, straggler, deserter, or member without funds (*with or without a prior order*) who:

a. Surrenders at, or is apprehended and delivered to, a U.S. INSTALLATION other than the member's PDS; and

b. Is without funds to purchase transportation.

2. Transportation and Meal Tickets. Necessary transportation and meal tickets (or the cash equivalent of meal tickets (par. U2030)) may be furnished for travel to the new PDS/another place directed by competent authority.

3. Reimbursement. Reimbursement, up to the directed mode cost, (par. U3220-B) is not authorized.

B. Member Has a Prior Order

1. Transportation, and Meal Tickets. Transportation and meal tickets (or the cash equivalent of meal tickets) are furnished ICW the prior order.

2. Travel between Old and New PDS. Travel reimbursement between the old and new PDS is IAW Ch 5.

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**\*PART L: DEPENDENT STUDENT TRAVEL**

**U7300 DODEA STUDENT ACTIVITY TRAVEL**

A. Travel Authority. The DODEA statutory charter ([20 USC §§921-932](#)), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

B. Activity Determination

1. The Director, DODEA, or designee determines appropriate activities.
2. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

C. Per Diem Not Authorized. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

**U7305 DEPENDENT STUDENT TRAVEL OF A UNIFORMED SERVICE MEMBER**

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

1. Authorized transportation is:
  - a. Transportation in kind,
  - b. Transportation reimbursement (par. U5201-A1b), or
  - c. A MALT (par. U5201-A1c).
2. GOV'T owned/GOV'T procured transportation on a space required basis should be used when possible.
3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Dependent Student Attending a Dormitory DoDEA School

1. Definitions. The following definitions are specific to this subpar.
  - a. Dependent. A "dependent" ([20 USC §932](#)) is a minor who:
    - (1) Has not completed secondary schooling; and
    - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the

household of a member who stands in loco parentis to such individual and to whom the member provides one half or more support.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 ([20 USC §921 et seq.](#)) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5 day a week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is authorized three round trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to other than the Member's Residence

(1) A member authorized transportation, under this subpar. for a dependent, may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the GOV'T's transportation cost from the DoDEA school to the member's residence by the authorized mode.

(3) For this subpar., a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation. Authorized transportation is:

a. GOV'T owned/procured (on a space-required basis),

b. Personally procured common carrier reimbursement (par. U5201-A1b), or

c. A MALT (par. U5201-A1c).

5. Baggage. Up to 350 pounds of UB may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA selected school) on the first and final trip of each school year.

E. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

a. A student diagnosis/evaluation under [DoDI 1342.12](#) for tuition free handicapped DoDEA students, and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel in the JFTR.
- b. Parent/Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in the JTR.
- c. Parent/Guardian is Not GOV'T Employed. Reimbursement is IAW TDY travel in the JTR.
- d. Student. Reimbursement is IAW TDY travel in the JTR.

F. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar. .

a. Formal education ( [37 USC §430\(f\)](#)) is:

- (1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);
- (2) An undergraduate college education;
- (3) A graduate education pursued on a full time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of “institution of higher learning”); and
- (4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC 1002\(c\)](#) for the meaning of “postsecondary vocational institution”). Post-secondary education includes a full-time program at an accredited:
  - (a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or
  - (b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

***NOTE: The definition of "DoDEA school" in par. U7305-D1b does NOT apply to this subpar.***

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.).

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at GOV'T expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

- (1) Permanently stationed OCONUS; and
- (2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location.)

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. U7305-F does not apply to a member:

a. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

- c. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the GOV'T for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

- a. General. When AMC service is:

- (1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.
- (2) Not reasonably available, GOV'T procured air transportation (from a CTO) for the transoceanic travel portion is used.

- b. Travel Performed at Personal Expense

- (1) AMC Service Available. ***Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***
- (2) AMC Service Not Available. Reimbursement (limited to the amount the GOV'T would have paid for CTO provided GOV'T procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

- c. GOV'T Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (APP A) over the direct route between the origin and destination.

- d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly CTO provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

- a. Overland travel should be by CTO provided GOV'T procured transportation, or, if a CTO is not available at personal expense on a reimbursable basis.
- b. CTO provided GOV'T procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO provided GOV'T procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the GOV'T for CTO provided GOV'T procured transportation between authorized points.
- d. When a POC is used, mileage (par. U2600) is authorized. The mileage amount paid cannot exceed the GOV'T's cost had CTO provided GOV'T procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. U4780, as appropriate.

f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs may be transported ICW each authorized trip between the school and the member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

**\*PART M: RESERVED**

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**\*PART N: UNIFORMED SERVICES APPLICANTS  
AND REJECTED APPLICANTS**

**U7335 TRAVEL INCIDENT TO APPLICATION PROCESSING**

A. General

1. Application. This Part applies to applicants and rejected applicants for:
  - a. The Uniformed Services,
  - b. The RCs, and
  - c. Flight training.
2. Applicant for Flight Training. The term "applicant for flight training" includes:
  - a. Civilian applicants for appointment as aviation cadets;
  - b. An RC member not on active duty; and
  - c. An SROTC member.

B. Transportation Authority

1. GOV'T Funded Transportation. Transportation at GOV'T expense is authorized for an applicant of:
  - a. A Uniformed Service,
  - b. An RC, or
  - c. Flight training.
2. Beginning and Ending Travel
  - a. Beginning Travel. Transportation at GOV'T expense is authorized from:
    - (1) The place at which application is made, or
    - (2) Home.
  - b. Ending Travel. Transportation at GOV'T expense is authorized to:
    - (1) The place of physical examination,
    - (2) The place of qualifying examination, and/or
    - (3) Other processing and acceptance into the Service.

3. Return Transportation at GOV'T Expense. An applicant who is:

a. Rejected, or

b. Accepted and ordered to return home to await further orders or a reporting date,

is authorized return transportation at GOV'T expense to home/place of application.

4. PCS Allowances and Reimbursable Expenses. Unless a Service publishes an issuance IAW par. U7335-C or U7335-D, PCS allowances (Ch 5, Part B), and reimbursable expenses (APP G) are authorized.

C. GOV'T Procured Transportation and Meal Tickets

1. Service Requirement. Each Service may publish an issuance that requires use of GOV'T procured transportation and meal tickets (par. U2030).

2. Reimbursable Expenses. APP G for reimbursable expenses.

3. GOV'T Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using GOV'T procured transportation and meal tickets:

a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (parU4710-C), and/or

b. Reimbursement is provided for occasional meals and QTRS (par. U4530) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3045-B or U5108-A, as applicable.

D. TDY Allowances

1. Each Service may publish an issuance that authorize travel and transportation allowances (including per diem/AEA) ICW applicant processing.

2. The appropriate rates, provisions, and deductions for a member performing TDY are applicable.

3. DoD Service issuances must conform to JFTR and be reviewed by PDTATAC IAW [DoDD 5154.29](#). Non-DoD Services are encouraged to have their issuances reviewed by PDTATAC.

**\*PART O: RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY  
(WITH OR WITHOUT PAY)**

**U7365 RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY)**

A. Authorization. A retired member called/ordered to active duty (with or without pay) is authorized RC member travel and transportation allowances in par. U7600.

B. Members Covered. This Part includes a member:

1. On TDRL, and
2. In the Fleet Reserve/Fleet Marine Corps Reserve receiving retainer pay.

C. Members not Covered. This Part does not include a member traveling ICW a periodic physical examination covered by par. U7140.

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## \*PART P: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

### U7370 MOBILE UNITS

A. Allowances. TDY travel and transportation allowances without a specific travel order ([47 Comp. Gen. 477 \(1968\)](#)) are authorized while away from the PDS for a member on duty with/under training for:

1. The Air Mobility Command,
2. Marine Corps Transport Squadrons,
3. Fleet Logistics Support Squadrons,
4. Naval Aircraft Ferrying Squadrons, or
5. Any other unit determined by the Secretary Concerned to be performing duties similar to those performed by such command or squadrons.

B. Approval. A member's commanding officer/designated representative must approve per diem and transportation claims.

### U7375 DUTY ABOARD COMMERCIAL CARRIERS

A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem/AEA. *Mileage is not payable when carriers provide transportation.*

### U7380 RIVER, HARBOR, AND FLOOD CONTROL ACTIVITIES

If meals and/or lodgings are furnished on a floating plant/on shore, the Army Chief of Engineers may prescribe TDY allowances within the maximum per diem/AEA, for a member engaged in river, harbor, and flood control activities.

### U7385 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT

A. General. A member with dependents is authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

B. Transportation ICW Overhaul/Inactivation

1. If the overhaul/inactivation location:
  - a. Is other than the home port, round trip transportation is authorized between that location and the home port.
  - b. Becomes the home port round trip transportation is authorized between the new and old home port in lieu of PCS allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), the dependent(s) does not relocate to the new home port.
2. The dependent(s) must reside in the vicinity of the original home port (i.e., within the normal daily commuting area).

C. Transportation ICW Construction

1. If construction is at a location other than the ship's designated future home port or the dependents' residence, round trip transportation is authorized between the construction location and the future home port or the dependents' residence.
2. A dependent(s) must not reside at the construction location.

D. Authorized Transportation

1. Authorized transportation is:
  - a. Transportation in kind,
  - b. Member/dependent-procured transportation, or
  - c. The automobile mileage rate for the official distance.
2. ***GOV'T transportation must be used, if practicable.***

E. Reimbursement

1. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:
  - a. Par. U3045 for overland travel, and
  - b. Pars. U5116-D or U5207 for transoceanic travel.
2. Mixed Mode Travel. Mixed mode travel reimbursement is IAW par. U5105-E.
3. Policy Constructed Airfare. Reimbursement for member/dependent procured travel and transportation at the automobile mileage rate must not exceed the policy-constructed airfare (APP A1) for the member between the:
  - a. Overhaul/inactivation location and the original home port (par. U7385-B), or
  - b. Construction location and future home port, or location where dependents reside (par. U7385-C).
4. Dependent Travel (par. U5222-M). If a dependent travels instead of the member, the family transportation cost is limited to the cost of GOV'T procured commercial round trip travel for the member.
5. Two or More Members Traveling Together by POC. If two or more members travel together by POC, only the POC operator is authorized mileage.
6. Meals and Lodging. ***Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.***

F. Conditions

1. The transportation allowance authorization under this par. accrues on the 31<sup>st</sup> day (and every 60<sup>th</sup> day thereafter) after the later of the day the:
  - a. Ship enters the overhaul or inactivation port, or
  - b. Member is permanently assigned to the ship.

2. A member must be permanently assigned to the ship for more than 30 consecutive days.
3. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. U7385 must begin before the ship departs the construction, overhaul or inactivation location.
4. If a member elects dependent transportation, then member transportation is not authorized.
5. Each opportunity may alternate between member or dependent travel.

**U7390 AERIAL SURVEYS**

Per diem/AEA is authorized for a member assigned to:

1. Aerial surveys of rivers and harbors, or
2. GOV'T projects not pertaining to the Service.

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**\*PART Q: TRAVEL FOR DISCIPLINARY ACTION AND TRAVEL OF PRISONERS  
AND THEIR GUARDS**

**U7415 DISCIPLINARY ACTION**

A. Transportation

1. General. When a member is ordered to travel for disciplinary action:
  - a. A GOV should be used, if available; or
  - b. If a GOV is not available, the member must be directed to use GOV'T procured transportation;
  - c. If GOV'T procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or
  - d. If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate (see par. U2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required.
2. Limitations. The provisions in par. U3220-B allowing reimbursement up to the directed mode cost does not apply.

B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. U2030.

C. Per Diem. *Payment of per diem, while traveling or while at the disciplinary action point, is not authorized.*

**U7420 PRISONERS AND GUARDS**

A. Travel and Transportation of Prisoners and Their Guards

1. Documents. All travel and transportation documents, including tickets, should:
  - a. Be in the name of the member in charge "for" the prisoner(s);
  - b. Be signed, when proper, by the member in charge; and
  - c. Not be surrendered to the individual prisoner(s) for any reason.
2. Transportation
  - a. When a prisoner is moved on public transportation, the member in charge should obtain GOV'T procured transportation for all members and prisoners named in the order.
  - b. Transportation in kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.
3. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.
4. Reimbursable Expenses. Reimbursable expenses (APP G) incurred ICW pars. U7420-A2, U7420-B and U7420-C are payable.

**Part Q: Travel for Disciplinary Action & Travel Of Prisoners & Their Guards**

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**5. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. INSTALLATION****a. Authorized Reimbursement**

(1) A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items.

(2) Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter.

b. **Reimbursement Limitations.** Total reimbursement for meals and lodging must not exceed per diem/actual expense allowances for a TDY member.

B. **Paroled Prisoners.** A prisoner paroled from confinement is authorized transportation in kind to the HOR, or place authorized for residence. ***Par. U3220-B, allowing reimbursement NTE the directed transportation mode cost, does not apply.***

**C. Prisoners on "Commandant's Parole"**

1. **Travel upon Release.** A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in kind and meal tickets to the HOR/other authorized destination.

2. **Subsequent Travel.** If practical and appropriate, a prisoner is furnished transportation in kind and meal tickets, from the HOR/other authorized destination to the location concerned, and for return travel, for official travel required for:

a. A rehearing that is ordered following travel completion; or

b. Hospitalization, physical examination, discharge, or other purposes incident to the parole.

3. **Actual Transportation Costs and Occasional Meals.** If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. U7420-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. U3045, and for occasional meals (par. U4230).

D. **Absentees, Stragglers, and Deserters Moved between U.S. INSTALLATIONS.** See Ch 7, Part K.

**\*PART R: RECRUITING EXPENSE REIMBURSEMENT**

***NOTE:*** See Ch 1, Part C for PDS work site and TDY parking reimbursement.

**U7440 ALLOWANCES**

An Armed Forces member permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;
2. Parking fees at itinerary stops;
3. Official telephone calls;
4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;
5. Other small, necessary recruiting expenditures; and
6. Personally procured and consumed meals at non GOV'T events when:
  - a. A meal is incidental to the event and the recruiter is required to participate because of assigned duty;
  - b. Attendance during meal time is necessary to full participation in the business of the function; and
  - c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential formal purpose.

Except in unusual cases, reimbursements should not exceed \$75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in JFTR (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

**U7445 RECRUITING EXPENSE FUNDS ADVANCE**

Service regulations may authorize funds advances.

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**\*PART S: ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR  
SPORTS COMPETITION**

**U7450 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.

**U7455 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. U7450.

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.

**U7460 ALLOWANCES**

An Armed Forces member, who is authorized to attend, train for, and/or participate in the competitions in par. U7455, is authorized TDY travel and transportation allowances.

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**\*PART T: MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN  
HONORABLE CONDITIONS**

**U7465 GENERAL**

A. Authorized Transportation. For travel under this Part, a member may be provided:

1. In-kind transportation by the least expensive common carrier transportation mode available, or
2. The GOV'T's cost of that transportation.

B. Reimbursement Limitation. Par. U3220-B, allowing reimbursement up to the directed mode cost, does *not* apply.

**U7470 NO CONFINEMENT INVOLVED**

A member, who has not been confined, is authorized transportation allowances in par. U7465 from the place of separation to the HOR/PLEAD, as the member elects. See par. U7485 for transportation to an alternate location.

**U7475 UPON PAROLE OR RELEASE FROM A U.S. MILITARY CONFINEMENT FACILITY**

A former member, discharged from a U.S. military confinement facility, is authorized, upon parole/final release, transportation allowances in par. U7465 (but no per diem), from the place of confinement to the:

1. HOR/PLEAD, as the member elects; or
2. Place authorized by the Service concerned for residence as a parolee.

See par. U7485 for transportation to an alternate location.

**U7480 UPON PAROLE/RELEASE FROM AN OCONUS CONFINEMENT FACILITY**

A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances in par. U7465 (but no per diem), from the:

1. Place of release from confinement, or
2. U.S. military facility nearest the place of confinement,

to the POD in the country (including a U.S. territory/possession) of the member's HOR/PLEAD, as the member elects.

**U7485 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR/PLEAD**

Transportation allowances in par. U7465 may be authorized from the place of separation, or point of parole/release from confinement facilities, to a place other than the member's HOR/PLEAD, when:

1. Authorized/approved by the commanding officer or other competent authority; and
2. The GOV'T transportation cost does not exceed the transportation cost to the member's HOR/PLEAD, as the member elects.

**U7490 UPON PAROLE/RELEASE FROM CONUS CIVIL CONFINEMENT**

A former member, discharged while in CONUS confinement by civil authorities (Federal, State, county, or local), is not authorized transportation.

**U7495 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW**

A. Involuntary Leave

1. A member, placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge/dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR/PLEAD, as the member elects.
2. The least expensive transportation mode available must be provided or the member may be paid an amount NTE the GOV'T's cost of that least expensive transportation.
3. See par. U7485 for transportation to an alternate location.

B. TDY Travel. The member is authorized TDY travel and transportation allowances (including per diem) if:

1. A rehearing is ordered following completion of travel, or
2. Official travel is ordered for hospitalization, physical examination, discharge, or other purposes of an official nature,

C. Member Restored to Duty. If the member is restored to duty, the member is authorized PCS allowances in Ch 5, Part B (including per diem), from the place to which transportation was authorized when placed on appellate leave, to the PDS.

D. Final Separation Travel. When the member travels at GOV'T expense to the HOR/PLEAD, or to some other place on a NTE basis, this travel is the final separation travel unless the member is restored to duty. See [63 Comp. Gen. 135 \(1983\)](#).

**\*PART U: OBSERVER TO A UN PEACEKEEPING ORGANIZATION**

**U7505 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION**

A. Authorized Allowances. A member assigned TDY as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances.

B. Maximum Per Diem. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the locality per diem allowance.

C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission per diem allowance.

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**\*PART V: VOIDED ENLISTMENT**

**U7510 VOIDED ENLISTMENT**

A. General. A member, released or discharged from active duty due to a void enlistment, is authorized to travel from the place of release or discharge to the HOR or PLEAD, as the member elects.

B. Implementing Regulations. Each Service may issue regulations requiring a member, whose enlistment is voided, to use GOV'T or GOV'T-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Ch 5, Part B are authorized as for a PCS.

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**\*PART W: SERVICE ACADEMY CADET/MIDSHIPMAN TRAVEL**

**U7515 CADET/MIDSHIPMAN TRAVEL TO AND FROM A SERVICE ACADEMY**

A. Upon Entrance to the Academy

1. Person Other than an Enlisted Member

a. A person (other than an enlisted member) entering an academy is authorized PCS allowances for officers (Ch 5).

b. PCS allowances are authorized for travel performed, NTE allowances for the official distance between the:

- (1) Abode,
- (2) Home, or
- (3) School,

that the person certifies was the place from which travel began, and the academy involved.

2. Enlisted Member. An enlisted member is authorized PCS allowances for an enlisted member (Ch 5).

B. Upon Graduation and Commission

1. Graduate Officer Leaves the Academy

a. A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5), including dependents (par. U5222-A2), and HHG (par. U5345-B7).

b. PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.

c. Per diem while TDY en route:

- (1) Is the same as for a member's TDY , and
- (2) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

2. Graduate Officer Remains at the Academy

a. Upon graduation and commissioning and before beginning PCS travel , the academy is the PDS for per diem purposes, if an officer:

- (1) Remains at the academy, or
- (2) Returns to the academy after graduation leave.

b. An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.

C. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5) for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants

1. A prospective cadet/midshipman (other than enlisted), who travels to an academy, at the GOV'T's invitation, to accept an appointment, and is rejected for admission; is authorized PCS allowances for officers (Ch 5).
2. PCS allowances are authorized for round trip travel performed, NTE allowances for the official distance between the:
  - a. Abode,
  - b. Home, or
  - c. School

that the person certifies was the place from which travel began, and the academy involved ([53 Comp. Gen. 236 \(1973\)](#)).

**U7520 CADET/MIDSHIPMAN ON TDY**

A. GOV'T QTRS and GOV'T Dining Facility/Mess Available. A cadet/midshipman is authorized the same TDY allowances as an officer, except that no per diem is payable at the academy when both GOV'T QTRS and a GOV'T dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day.

B. GOV'T Meal Rate for Cadet/Midshipman. The meal rate for a cadet/midshipman is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate (APP A1, **GOVERNMENT MEAL RATE**).

**U7525 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO A SERVICE ACADEMY**

A. Active Duty Uniformed Service Member

1. An active duty member ordered TDY to take preliminary, entrance, or final examinations for admission to an academy, is authorized TDY allowances.
2. *Travel and transportation allowances to compete for Congressional nominations is not authorized under JFTR.*

B. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable ICW travel performed for examinations preparatory for admission to an academy, to a:

1. Civilian, or
2. RC member not on active duty.

**U7530 AVIATION CADET**

An aviation cadet, on active duty traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

**\*PART X: RESERVED**

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**\*PART Y: ATTENDANCE AT YELLOW RIBBON EVENT**  
*Effective for travel on or after 12 April 2011*

**U7555 ATTENDANCE AT YELLOW RIBBON EVENT**

A. General. Ordinarily, not more than two individuals designated by (par. U7555-B) a member authorized to attend a Yellow Ribbon Reintegration Program ([DoDI 1342.28](#)) event may be provided transportation and per diem under par. U7555 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than two designated individuals in circumstances determined to be appropriate by the Service Concerned. See par. U1015-C for claims and APP E1, par. A2t for ITA authority.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence at the Yellow Ribbon event may contribute to the purpose of the event for the member. If the designated individual is a:

a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

b. Civilian Employee: A GOV'T civilian employee is authorized the TDY travel and transportation allowances in regulation used by the travel-funding agency or department. A civilian employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.

c. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U7555-C, U7555-D and U7555-E.

2. The member must designate individuals in writing and may change any or all of the designated individuals at any time. However, only two designated individuals may attend each separate trip event unless the Secretarial Process authorizes/approves more than two.

C. Transportation. One, or a combination, of the following round-trip transportation services between the designated individual's home and the Yellow Ribbon event location may be provided:

1. Transportation-in-kind;

2. Reimbursement for the cost of personally procured commercial transportation (***CTO use is still MANDATORY***) NTE the cost of GOV'T-procured round-trip air travel;

3. Automobile mileage rate (par. U2600) for the official distance traveled by POC.

GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U7555-C2 is subject to par. U5201-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7555-C3.

D. Per Diem. A [per diem allowance](#) or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time, computed under par. U3025, is authorized for travel to, from, and while at the Yellow Ribbon event for travel under par. U7555.

E. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U7555 may be reimbursed. Receipt requirements are the same as those in par. U2510.

F. Funds Advance. An allowance under par. U7555 may be paid in advance IAW par. U2300.

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**\*PART Z: RESERVE COMPONENT (RC) MEMBER**

**U7600 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. U7600-B1b and U7600-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. U7600-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. U4230); 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. U7600-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. U7600-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. U7600-B or par. U7600-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. U7600-B or U7600-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. U7600-F2b(2) and U7600-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. U7600-E2b(1).

**U7605 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. U7605-B, an RC member who performs duty without pay (par. U7600) 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. U4230).

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

**U7610 INACTIVE DUTY TRAINING (IDT) WITH PAY**

A. General. The following definitions apply to par. U7610:

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. IDT 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. U7152),
  - (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 \$.565/mile = \$11.30.

**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 \$.565/mile = \$9.04.

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 \$.565/mile = \$7.91.

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

1. An RC member who occupies transient GOV'T housing (while performing IDT *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.

### U7615 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

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

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. U7610.
2. An RC member who occupies transient GOV'T housing (while performing IDT *without*
  - 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.

### U7620 SROTC MEMBER

A. Applicability. Par. U7620 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. U7620-B3 and U7620-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. U7620-B1 or U7620-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. U7620-B1 or U7620-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. U4230.

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. U7520) 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. U7620-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.

**U7625 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 IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7625-A1 through U7625-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.

**U7630 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 3 and 4 TDY travel and transportation allowances.

**U7635 COLA AND HOUSING ALLOWANCES**

- A. COLA. See par. U9145.
- B. Housing Allowances. See par. U10428.

**U7640 INACTIVE DUTY TRAINING (IDT) 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 IDT 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. U7640, '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. U7640-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 IDT 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.

*Effective 2 August 2013*

**\*U7645 SELECTED RESERVE LIMITED PCS ALLOWANCES**

A. General. A member is authorized travel and transportation allowances in par. U7165-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned)
  - a. during the preceding three years,
  - b. between 1 October 2012 and 31 December 2018, and
  - c. while assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*

2. is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances. A member may be provided travel and transportation allowances under this paragraph only once. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.

1. Member. PCS travel and/or transportation allowances IAW Ch 5, Part B are authorized.
2. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part C for dependents.
3. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part D, Sections 1, 2, 3, and 10.

***NOTE: DLA and TLE are not payable and transportation of a POV is not authorized.***

D. Advance. These allowances may be paid in advance.

**U7650 ALLOWANCE SUMMARY TABLES**

*These tables are for informational purposes only. Actual allowances are in Ch 7, Part Z.*

**A. RC Personnel on Active Duty with Pay (Table U7-Z1). See footnote 1**

<b>SITUATION</b>	<b>TRANSPORTATION (Footnotes 2 and 3)</b>	<b>PER DIEM (Footnotes 4 and 5)</b>
Annual training (AT) 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. U4230 (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
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 U7Z-1 FOOTNOTES:**

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. U7145).

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.

**B. RC Member on Active Duty without Pay (Table U7-Z2)**

<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM (Footnotes 1 and 2)</b>
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. U4230.

**TABLE U7Z-2 FOOTNOTES:**

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.

**C. Inactive Duty Training (IDT) with/without Pay (Table U7Z-3). See footnotes 1 and 2**

<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 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 U7Z-3 FOOTNOTES:**

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. U7152 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.

D. Senior Reserve Officers Training Corps Member (Table U7Z-4). See footnotes 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. U4230 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. U7520 applies	Par. U7520 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 U7Z-4 FOOTNOTES:**

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.

E. Miscellaneous (Table U7Z-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under <a href="#">10 USC §1074a</a> for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; 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 <a href="#">DoDFMR, Volume 7A, par. 580105.A</a>	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. DoDFMR, <a href="#">Volume 7A, par. 580105.A</a> for the effective rate.

*Effective 2 August 2013*

**U7655 SELECTED RESERVE LIMITED PCS ALLOWANCES**

A. General. A member is authorized travel and transportation allowances in par. U7655-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned)
  - a. During the preceding three years,
  - b. Between 1 October 2012 and 31 December 2018, and
  - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*
2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances. A member may be provided travel and transportation allowances under this paragraph only once. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.

1. Member. PCS travel and/or transportation allowances IAW Ch 5, Part B are authorized.
2. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part C for dependents.
3. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part D, Sections 1, 2, 3, and 10.

***NOTE: DLA and TLE are not payable and transportation of a POV is not authorized.***

D. Advance. These allowances may be paid in advance.

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CHAPTER 7

PART AA: CROSSWALK FOR CHAPTER 7 REORGANIZATION

U7999 JFTR CROSSWALK

<u>Old Par.</u>	<u>New Par.</u>	<u>Subject</u>
	U7310- U7330	PART M: RESERVED
	U7530- U7550	PART X: RESERVED
U5240-C	U7215	OCONUS DEPENDENT MEDICAL CARE TRAVEL
U5242	U7070	FUNERAL TRAVEL
U5246	U7270	TRAVEL TO VISIT AWOUNDED/ILL MEMBER
U5250	U7220	NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL, OR INJURED MEMBER
U5255	U7555	ATTENDANCE AT YELLOW RIBBON EVENT
U5258	U7275	FAMILY MEMBERS TRAVEL ICW THE REPATRIATION OF A MEMBER HELD CAPTIVE
U5260	U7305	DEPENDENT STUDENT TRAVEL
U5260-E	U7300	DODEA STUDENT ACTIVITY TRAVEL
U7000	U7515	CADET/MIDSHIPMAN TRAVEL TO AND FROM A SERVICE ACADEMY
U7001	U7520	CADET/MIDSHIPMAN ON TDY
U7002	U7525	TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO A SERVICE ACADEMY
U7005	U7530	AVIATION CADET
U7025	U7335	TRAVEL INCIDENT TO APPLICATION PROCESSING
U7030	U7440	ALLOWANCES
U7033	U7445	RECRUITING EXPENSE FUNDS ADVANCE
U7050	U7060	TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY
U7060	U7055	WITNESS TRAVEL
U7100	U7370	MOBILE UNITS
U7105	U7375	DUTY ABOARD COMMERCIAL CARRIERS
U7110	U7380	RIVER, HARBOR, AND FLOOD CONTROL ACTIVITIES
U7115	U7385	SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT
U7120	U7390	AERIAL SURVEYS
U7140	U7505	TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION
U7150	U7600	ACTIVE DUTY WITH PAY
U7151	U7605	ACTIVE DUTY WITHOUT PAY
U7152	U7610	INACTIVE DUTY TRAINING (IDT) WITH PAY
U7153	U7615	INACTIVE DUTY TRAINING (IDT) WITHOUT PAY
U7154	U7620	SROTC MEMBER
U7155	U7625	TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE
U7156	U7630	FUNERAL HONORS DUTY
U7157	U7635	COLA AND HOUSING ALLOWANCES
U7160	U7640	INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE
U7180	U7645	ALLOWANCE SUMMARY TABLES

<u>Old Par.</u>	<u>New Par.</u>	<u>Subject</u>
U7200	U7010	LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS
U7205	U7015	TRANSPORTATION IN PERSONAL EMERGENCIES
U7206	U7020	PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT
U7210	U7040	CONVALESCENT LEAVE TRANSPORTATION
U7215	U7045	SHIP RELOCATED DURING AUTHORIZED ABSENCE
U7220	U7050	RECALL FROM LEAVE
U7225	U7030	LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION
U7226	U7035	LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION
U7250	U7140	ATTENDANTS/ESCORTS
U7251	U7145	A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS
U7252	U7150	TRANSFER TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)
U7253	U7155	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)
U7300	U7005	FUNDED R&R LEAVE TRANSPORTATION
U7305	U7025	TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION
U7325	U7245	GENERAL
U7326	U7250	PERSON ACCOMPANYING THE TRAVELER
U7327	U7255	ALLOWABLE EXPENSES
U7328	U7260	REIMBURSEMENT RESTRICTION
U7329	U7265	REGISTRATION FEES
U7350	U7365	RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY)
U7375	U7510-A	GENERAL
U7376	U7510-B	IMPLEMENTING REGULATIONS
U7400	U7285	ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS
U7450	U7415	DISCIPLINARY ACTION
U7451	U7420	PRISONERS AND GUARDS
U7500	U7465	GENERAL
U7501	U7470	NO CONFINEMENT INVOLVED
U7502	U7475	UPON PAROLE OR RELEASE FROM A U.S. MILITARY CONFINEMENT FACILITY
U7503	U7480	UPON PAROLE/RELEASE FROM AN OCONUS CONFINEMENT FACILITY
U7504	U7485	TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR/PLEAD
U7505	U7490	UPON PAROLE/RELEASE FROM CONUS CIVIL CONFINEMENT
U7506	U7495	CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW
U7550	U7110	DEFINITIONS OF TERMS USED IN THIS PART
U7551	U7115	GENERAL
U7552	U7120	MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)
U7553	U7125	CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)
U7554	U7130	ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)
U7555	U7135	FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)

<u>Old Par.</u>	<u>New Par.</u>	<u>Subject</u>
U7660	U7000	FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION
U7750	U7225	GENERAL
U7751	U7230	DEFINITIONS OF TERMS
U7752	U7235	TRANSPORTATION, PER DIEM, AND AEA RATES
U7755	U7240	OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES
U7800	U7450	GENERAL
U7801	U7455	POLICY
U7803	U7460	ALLOWANCES
U7804	U7065	GENERAL
U7960	U7175	TRAVEL TO SPECIALTY CARE OVER 100 MILES
U7961	U7180	ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES
	U7655	SELECTED RESERVE LIMITED PCS ALLOWANCES

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

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

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

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

#### ACCOMMODATIONS

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

#### B. Common Carrier

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

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JFTR, par. U3510-A/JTR, par. C3510-A.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3510/JTR, par. C3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

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

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

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

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

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

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

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

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

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

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

**ACTIVE GUARD AND RESERVE (AGR)**. Active duty performed by a member of an RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive or more days for the purpose of organizing, administering, recruiting, instructing, or training the RCs (10 USC 101(d)6).

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

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

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

## AGENCY

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;

3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

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

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

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

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

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

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

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

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

**ATTENDANT**. An attendant:

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

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

**AUTHORIZE(D)**

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

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

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

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor provided services that allow cash withdrawals from participating ATMs to be charged to a GTCC.

**BAGGAGE**

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. GOV'T material may be included.
- C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.
2. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.
3. Unaccompanied (UB). Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:
  - a. Is not carried free on a ticket used for personal travel,
  - b. Ordinarily is transported separately from the major bulk of HHG, and
  - c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.
  - d. *ICW PDT (including TCS for civilian employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*
  - e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.*

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

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

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

**CALENDAR DAY**

1. The 24 hour period from one midnight to the next midnight.
2. The calendar day technically begins one second after midnight and ends at midnight.

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

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

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

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

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

A. Standard City Pair Airfare (YCA):

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

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

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

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

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. Refer to the [Defense Almanac](#) and/or the [DoD](#) website for Unified Combatant Commands.

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

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

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 ([P. L. 104-88](#)) in interstate commerce or under appropriate State statutes in intrastate commerce.

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

**COMMUTED RATE** (*Civilian Employee Only*). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Rate table information and commuted rate schedule for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation can be found at <http://www.gsa.gov/portal/content/105054>, <http://www.moving.org/> (AMSA) or the appropriate office designated in your Service/DoD COMPONENT. See JTR, par. C5160-D4.

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

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

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

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

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

**CONTIGUOUS UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

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

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

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

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

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

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

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The <a href="#">Office of the Secretary of Defense</a> (including the organization of the <a href="#">Joint Chiefs of Staff (JCS)</a> )	<a href="#">Defense Media Agency (DMA)</a>	<a href="#">Defense Advanced Research Projects Agency (DARPA)</a>	<a href="#">Defense Security Cooperation Agency (DSCA)</a>	<a href="#">National Intelligence University (NIU)</a>
	<a href="#">Defense Prisoner of War/Missing Personnel Office (DPMO)</a>	<a href="#">Defense Commissary Agency (DeCA)</a>	<a href="#">Defense Security Service (DSS)</a>	
<a href="#">Department of the Army</a>	<a href="#">Defense Technology Security Administration (DTSA)</a>	<a href="#">Defense Contract Audit Agency (DCAA)</a>	<a href="#">Defense Threat Reduction Agency (DTRA)</a>	<a href="#">Defense Acquisition University (DAU)</a>
<a href="#">Department of the Air Force</a>		<a href="#">Defense Contract Management Agency (DCMA)</a>	<a href="#">Missile Defense Agency (MDA)</a>	<a href="#">National Defense University (NDU)</a>
<a href="#">Department of the Navy (including the <a href="#">Marine Corps</a>)</a>	<a href="#">DoD Education Activity (DoDEA)</a>	<a href="#">Defense Finance and Accounting Service (DFAS)</a>	National Geospatial Intelligence Agency (NGA)	
<a href="#">DoD Inspector General (DoD IG)</a>	<a href="#">DoD Human Resources Activity (DHRA)</a>	<a href="#">Defense Information Systems Agency (DISA)</a>		Joint Professional Military Education Colleges
	<a href="#">Office of Economic Adjustments (OEA)</a>	<a href="#">Defense Intelligence Agency (DIA)</a>	<a href="#">National Security Agency (NSA)/Central Security Service</a>	
<a href="#">U.S. Court of Appeals for the Armed Forces</a>	<a href="#">TRICARE Management Activity</a>	<a href="#">Defense Legal Services Agency</a>		<a href="#">Uniformed Services University of the Health Sciences (USU)</a>
	<a href="#">Washington Headquarters Services (WHS)</a>	<a href="#">Defense Logistics Agency (DLA)</a>	<a href="#">Pentagon Force Protection Agency (PFFA)</a>	

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

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

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7115-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U5242-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

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

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.**;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; **NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.**;
8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

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

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

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

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

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

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

Common Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect,

without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” ([DoDFMR, Vol. 7B, Glossary](#))

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

Pertinent GSBCA decisions

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

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

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

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

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

**NOTE 2:** *Generally, the individuals named in items 4 and 5 are the employee's dependents if they receive at least 51% of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

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

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

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

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

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

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

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

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

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

Pertinent GSBGA decisions

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

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

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

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

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

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

**DESIGNATED PLACE**

A. **UNIFORMED MEMBER**

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

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

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

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

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

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

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

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

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

*Effective 28 September 2011*

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

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

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

## DUTY STATION

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

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

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

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

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

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

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

**EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

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

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

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

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

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

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

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
  - a. Travel is authorized by competent authority, and
  - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

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

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

**FAMILY.** See DEPENDENT.

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

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

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

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

**FIRST CLASS.** See ACCOMMODATIONS.

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

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

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

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

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

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

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

#### **GEOGRAPHICAL LOCALITY**

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of HI and AK and each U.S. territory or possession, are separate geographical localities.
3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

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

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

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

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

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

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**GOVERNMENT CONVEYANCE**

A. Includes:

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

B. Does not Include:

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

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

1. A general or Service organizational mess, including messing facilities of a state owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

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

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

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

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

**GOVERNMENT MEAL RATE (GMR)**

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$10/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$11.70/day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2013 to 31 December 2013.

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

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

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

***NOTE:** Privatized housing, of any style or type and in any location, is not GOV'T QTRS. See par. U10010-C for an exception as part of a Navy test.*

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

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities (other than privatized housing) on a **U.S. INSTALLATION** if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

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

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

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

**GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC).** The 'Best Value' cost the GOV'T would have paid for GOV'T procured HHG transportation.

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

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

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

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

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

**GROUP MOVEMENT**

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

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

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

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

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

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

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

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

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

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

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR, par. U5310-E for an article involving a weight additive.

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

4. HHG also include:

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

- b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots);
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
  - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
  - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
- e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

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

1. **General.** Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. **Weight Additive.** See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for employees with PCS travel order to locations listed in APP F;
  - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
  - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
  - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no

higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

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

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- g. Boats (other than those in 3f above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

- 1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
- 2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

**\*NOTE:** *A domestic partner is not a spouse and cannot be authorized a HHT.*

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY**.

**INCIDENTAL EXPENSES**. See **PER DIEM**.

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INACTIVE DUTY TRAINING** (*Uniformed Member Only*)

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

**NOTE 1:** *This term does not include work or study for a correspondence course of a uniformed service.*

**NOTE 2:** *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

**INDIVIDUALLY BILLED ACCOUNT (IBA)**. See **GOVERNMENT TRAVEL CHARGE CARD**

**INVITATIONAL TRAVEL**. See **TRAVEL, INVITATIONAL**.

**ITINERARY, VARIATION IN**. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**INITIAL ACTIVE DUTY TRAINING** (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)**

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service issuances.

**KEY BILLET (*Uniformed Member Only*) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))**

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is:
  - a. Joint Chiefs of Staff, PDUSD(P&R), or
  - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

**LAST DUTY STATION (*Uniformed Member Only*).** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LIGHT REFRESHMENTS.** Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

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

**LODGING IN KIND (*Uniformed Member Only*).** Lodging provided by the GOV'T without cost to the member.

**'LODGING PLUS' COMPUTATION METHOD.** The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

**MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

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**MILEAGE ALLOWANCE**

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

**MISCELLANEOUS CHARGE ORDER (MCO)**

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

**MISSING STATUS.** The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3045 and JTR, par. C3045),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

**MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

#### MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

#### OCONUS

- A. Locations outside the continental U.S. (CONUS).
- B. **Civilian Employee Only.** For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

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

**OFFICIAL STATION.** See **PERMANENT DUTY STATION**.

**OFFICER (*Uniformed Member Only*).** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

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**ORDER**

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and its use is restricted to economy/coach travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

- a. Other than economy/coach transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See AO.

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE**

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is *not* covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER.** See APP G for reimbursement of fees and tips incurred at transportation terminals.);

- b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;
3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

***NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.***

#### G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and/or pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2/day; or
  - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry cleaning and/or pressing of clothing is **not a reimbursable expense** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**PER DIEM, REDUCED.** See **REDUCED PER DIEM**.

#### **PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

- A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.
- B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDTATAC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2240 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS)**. Also called **OFFICIAL STATION**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

- a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. *When a reservation,*

*station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2240. See JFTR, par. U2240 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

- (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

- a. The corporate limits of the city or town in which stationed, or;
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

2. For an invitational traveler:

- a. The corporate limits of the city or town in which the home or principal place of business is located, or
- b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft Campbell is in TN and KY), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS. ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

#### PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

**PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.***

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be, or to include, a city-pair airfare, and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

**POST OF DUTY.** *PDS* An OCONUS PDS.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

**UNIFORMED MEMBER ONLY:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when JFTR, par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM CLASS (OTHER THAN ECONOMY/COACH).** See **ACCOMMODATIONS**.

**PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

***NOTE:*** *The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.*

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC)**

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3325-F/C3325-F.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

### PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

#### B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

### PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).
2. Privatized housing *is not*:
  - a. GOV'T QTRS,
  - b. GOV'T-controlled QTRS, nor
  - c. Private sector housing.

**PROCEED TIME (UNIFORMED MEMBER ONLY)**. A form of "administrative absence" (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e), which is authorized for members in certain PCS circumstances, as outlined in the referenced DoDI.

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**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,
2. Sports equipment; and
3. Office furniture,
4. Household furniture,
5. Shop fixtures,
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks).

C. **MEMBER OR EMPLOYEE**

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).

2. The following items are PBP&E:

- a. Reference material;
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
- d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), <http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf> ;
- e. Individually owned or specially issued field clothing and equipment;
- f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties;
- g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers); and
- h. GOV'T or uniformed service owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. **MEMBER'S DEPENDENT SPOUSE**

1. General

- a. This is *not* applicable to an *employee's* dependent spouse.

b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
- d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER (UNIFORMED MEMBER ONLY).** See **ORDER**.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and

8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Lodging that are not hotel or hotel-like accommodations.

#### SECRETARIAL PROCESS

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1015-C.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:
    - (1) Office of the Secretary of Defense,
    - (2) Washington Headquarters Services,
    - (3) Organization of the Joint Chiefs of Staff,
    - (4) Uniformed Services University of the Health Sciences,
    - (5) U.S. Court of Military Appeals, and
  - d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1015.

#### SECRETARY CONCERNED

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

**SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY).** See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY).** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY).** See **PERMANENT DUTY TRAVEL.**

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY).** Cost of maid service and fee for electricity.

**SERVICES.** See **UNIFORMED SERVICES.**

#### **SHORT DISTANCE MOVE**

##### **A. UNIFORMED MEMBER**

1. A move:

- a. Involving HHG drayage or shipment for a short distance between residences;
- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

**B. CIVILIAN EMPLOYEE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV.** See **POV, SPARE PARTS.**

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm), and
2. All CONUS locations when PDT is involved.

### STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

### STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES.** The same items as those included under **PER DIEM ALLOWANCE**.

**SUBSISTING OUT (UNIFORMED MEMBER ONLY).** The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER (CIVILIAN EMPLOYEE ONLY).** A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) (CIVILIAN EMPLOYEE ONLY).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

### TEMPORARY DUTY (TDY)

#### A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.

c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JTR, Ch 7.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES**

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.

2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.

3. *Does not* include:

a. Facilities used primarily for rest and recuperation purposes, or

b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES**

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

**TRANSOCEANIC TRAVEL.** Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation (JFTR, par. U3040/JTR. par. C3040 and JFTR/JTR APP G.

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H and JTR, Part D) for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

#### **TRANSPORTATION, POV**

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF (CIVILIAN EMPLOYEE ONLY).** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR. When used ICW 'travel allowances', the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER**.

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the

traveler's home.

### TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the GOV'T or employed (under [5 USC §5703](#)) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities.
3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

### TRAVEL MANAGEMENT CENTER (TMC)

1. See (CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).
2. See TRAVEL MANAGEMENT SYSTEM (TMS).

**TRAVEL MANAGEMENT SYSTEM (TMS).** ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

### TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and
  - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

**TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY).** A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)**

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE (UB).** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER (UNIFORMED MEMBER ONLY).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**UNUSUALLY ARDUOUS SEA DUTY (UNIFORMED MEMBER ONLY).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

**UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY).** All dates following the date an employee is separated from Federal Service.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S. certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non .U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

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

**U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,
  - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
  - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION.**

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** See **HOUSEHOLD GOODS-WEIGHT ADDITIVE.**

**YEARS OF SERVICE (UNIFORMED MEMBER ONLY).** Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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

#### T4000 INTRODUCTION

A. Application. In this APP:

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

B. Common TDY Travel Types. This APP:

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

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

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in JFTR, par. U2240-B) and active duty for

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

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

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

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

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

#### T4010 REIMBURSEMENT RATE

Rates for private conveyance mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2600. GOV'T dining facility/mess food and operating expense rates are found in JFTR/JTR, APP A, Government Meal Rate. [Per diem rates](#) by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

#### T4020 TDY TRAVEL POLICY

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

#### B. Traveler Rights and Responsibilities

1. A traveler must follow JFTR/JTR, and use good judgment in incurring official travel related expenses, as if traveling using personal funds (JFTR, par. U2000/JTR, par. C2000).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel related expenses appropriate to the mission.

3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO or in-house travel arranger per JFTR, par. U2400/JTR, par. C2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.

4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (*NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.*),

b. Must use economy/coach accommodations for all official GOV'T funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, par. U3510/JTR, par. C3510. Reason for use examples, when authorized/approved:

(1) Medical reasons – See JFTR, par. U2110-J/JTR, par. C2110-J, or

- (2) Mission requirement - TDY mission timing requires 'other than economy/coach'. When 'other than economy/coach' TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," 'other than economy/coach' transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See JFTR, par. U3510 /JTR, par. C3510.
- c. Must *not* use foreign flag transportation, even if U.S. certificated air flag carrier fares are higher,
- d. Who uses other than economy/coach or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JFTR/JTR addresses "reimbursable" allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- b. Promotional Materials/Benefits
- (1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- (2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor provided complimentary upgrades to rooms or transportation accommodations and upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

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

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

c. Seat Relinquishing

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

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

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

10. Each traveler must be treated as an honest, responsible customer, and must follow JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2705/JTR, par. C2705, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

***a. It is MANDATORY DoD policy that all Uniformed Service member and DoD civilian travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements (CBCA 2956-TRAV, 31 January 2013). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at GOV'T expense without prior proper authority (JFTR, pars. U2400, U3500, U3600, and U3650, and JTR, pars. C2400, C3500, C3600, and C3650 for exceptions).***

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

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

2. Service Issuances. DoD COMPONENT/Service issuances address CTO use.

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

a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning

CTO use (par. T4005).

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

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

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

#### B. Requirements

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

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

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. [DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007](#); and

b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3525-H/JTR, par. C3525-H).

#### D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO ([CBCA 2956-TRAV, 31 January 2013](#)).

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

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

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

A. Transportation Mode. The AO may direct travel by a transportation specific mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost. No other costs are added to the computation.***

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW

law, GOV'T policies, agreements and contracted rates using U.S. certificated carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. certificated carriers, or business (but not first) class accommodations (JFTR, par. U4326, **NOTE 1**/JTR, par. C4485, **NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3510, and U3620 (trains only)/JTR, pars. C3510, and C3620 (trains only), may authorize/approve business or first class accommodations use.

C. **Special Conveyances (Includes Aircraft) Reimbursement.** The AO may authorize an appropriately sized rental vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per JFTR, par. U2400/JTR, par. C2400, when the CTO is available. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. An approved claim for damage to a rental vehicle, while the rental vehicle is being used for official business, is reimbursable to either the traveler or the rental car vendor and shown as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service issuances for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement for rental car use is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2600 for the official distance NTE the GOV'T's constructed cost. See JFTR, par. U4710-C/JTR, par. C4710-C.

***NOTE 1: A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented [CBCA 2956-TRAV, 31 January 2013](#).***

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

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

D. GOV'T Transportation

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

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

E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s) as appropriate. Reimbursement is authorized for parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route. If the AO does not authorize/approve POC use as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO authorized transportation (e.g., commercial plane). See JFTR, par. U4710-C/JTR, par. C4710-C. In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2650-A/JTR, par. C2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less roundtrip (400 miles one way) at its discretion.***

\*F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty ([CBCA 3211-TRAV, 30 July 2013](#)). ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

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

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

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a

continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

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

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity controlled city pair airfare (\_CA), if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY CONSTRUCTED AIRFARE (see APP A1). **No other costs are added to the computation.** See JFTR, par. U4710-C/JTR, par. C4710-C. City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U4925, U3310-A, U3320-B, U3315-A, and Ch 3, Part D, NOTE/JTR, pars. C3310-A, C3320-B, C3315-A, C3310, Ch 3, Part D, NOTE, and C4760.

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

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

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

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

- a. The cost estimate for lodging should include tax.
- b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., using Service/Agency procedures) at (*not near*) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.
- c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (*DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010*).
- d. GOV'T QTRS availability/non-availability must be documented as indicated in JFTR, par. U2570-A.
- e. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:
  - (1) when adequate GOV'T QTRS use is directed, and
  - (2) when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and
  - (3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)).

2. *Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility or elsewhere). The non-availability indicated in JFTR, par. U2570-A is required only for GOV'T QTRS 'on' the U.S. INSTALLATION at which the member is assigned TDY.*

**NOTE:** *The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a onetime requirement at a TDY U.S. INSTALLATION. (Example: A member who is required to check QTRS availability at a U.S. INSTALLATION, does so, and documents non-availability cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period) IAW JFTR, par. U2570-A.*

### 3. Civilian Employee

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

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

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

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

e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated.

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

g. Reduced per diem rates should incorporate amounts for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. **NOTE 1** (applicable to a civilian employee) following par. T4040-A9 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

### 4. Commercial Lodging Reimbursement

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

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

c. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](#)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*.

JFTR, par. U4250. The traveler is personally financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

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

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

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

#### 5. Lodging with a Friend or Relative

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

b. Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

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

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

***NOTE 3:*** ***A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate.*** GSBCA 16652-TRAV, 26 August 2005.

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging

arrangements.

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

b. Allowable Expenses When a Residence is Purchased and Used for TDY Lodging:

***Civilian Federal Employees*** – IAW FTR §301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see JTR, pars. C4555-D and C4555-E.

***Uniformed Service Members*** – reimbursement for mortgage interest and property taxes under this paragraph is not allowed under orders issued on/after 1 January 2012. ***Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 201 (including a recreational vehicle) may not be reimbursed.*** For Uniformed Service Members under orders that were issued before 1 January 2012 who purchased a dwelling before 1 January 2012, reimbursement may be claimed until the order expires to include all extensions to the existing order, limited to the following conditions:

Allowable expenses are the monthly:

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

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

***NOTE: A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSBGA 16699-TRAV, 17 August 2005.***

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

8. On-Line Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. ***Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

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

9. Eating

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

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

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

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

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

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

***NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.***

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and

C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines \$3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

10. **Incidental Expenses (IE).** The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$5. The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated IE. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

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

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

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

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

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

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

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

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

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount; a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

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

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

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

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

#### 4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV’T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV’T ship when it departs from the port at the traveler’s PDS and/or returns to the port at the PDS.***

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

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

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

6. ***Joint Task Force Operations TDY Options***

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

**NOTES:**

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

2/ Discount Meal Rate = Food costs only.

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

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

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
  - b. If travel is in the local area (JFTR, par. U2800/JTR, par. C2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
  - c. JFTR, par. U4925/JTR, par. C4760 for travel to/from a transportation terminal.
  - d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
  - e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
  - f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
  - g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
  - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
  - i. For distance determination JFTR, par. U2650-A/JTR, par. C2650-A (DTOD requirements).
2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **JFTR, par. U4510 for occasional meals authority.**

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

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,

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

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

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See JFTR, par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in JFTR, par. U2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see JFTR, par. U2800) of the member's assigned unit or home.

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

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

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

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

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

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see JFTR, par. U2800) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

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

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

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

G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under JFTR, 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. T4045-G2.

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any* RC member) must be:
  - a. Qualified in a skill designated as critically short by the Service Secretary;

- b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member’s RC with a critical staffing shortage; or
- c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip (37 USC §478a(c)).*

- a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see JFTR, 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.
- b. Lodging and Meals. The actual cost of the member’s lodging (including tax (*NOTE*), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate.

***NOTE 1:** Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to lodging reimbursement. The locality per diem rate lodging ceiling (in CONUS and in a non-foreign OCONUS area does not include lodging tax.*

***NOTE 2:** Tax paid on lodging at a foreign area is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

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

<b>ACTIVE DUTY WITH PAY</b>		
<b>1</b>		
<b>Situation</b> <b>2</b>	<b>Transportation</b> <b>3, 4</b>	<b>Per Diem</b>
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

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

**FOOTNOTES**  
**(Tables 1 and 2)**

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

2/ Except as noted in JFTR, par. U2240.

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

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

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

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

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

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

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

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

**FOOTNOTES  
(Table 3)**

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (JFTR, par. U2800) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**T4050 TAKING A TYPICAL BUSINESS TRIP**

A. Before the Trip

- 1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
- 2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

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

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

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

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

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

#### C. After the Traveler Returns

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

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

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

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

5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2715-A/JTR, par. C2715-A. The traveler:

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

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

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

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

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

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

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

## T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

## B. What's Allowable and Not Allowable

### 1. Transportation

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

b. Options on city pair flight use. APP P. ***Regulations applicable to the Contract city pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2.***

2. Authorizing Business class Transportation Accommodations. Only the officials listed in JFTR, pars. U3510-A and U3620 (trains only)/JTR, pars. C3510-A and C3620 (trains only) may authorize/approve business class accommodations use (two star level or civilian equivalent). Examples of reasons for use of business class accommodations are found in JFTR, par. U3520-C/JTR, par. C3520-C, and must be recorded on the Trip Record.

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

b. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

c. The 14 hour rule only (JFTR, par. U3520-C11a/JTR, par. C3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business class transportation should not be provided.

d. When use of business class accommodations is authorized/approved, use of business class airfares provided under the Contract City Pair Program is mandatory.

e. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever

possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.

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

3. **Using U.S. Certificated Carriers.** Available U.S. certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3525-D /JTR, par. C3525-D. *U.S. certificated carriers are not "available" if:*

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

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

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

4. **Travel Involving Leave or Personal Convenience Travel.** The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel.** JFTR/ JTR, APP P, Part 2, par. E. The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is

charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

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

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

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW JFTR, par. U3330-C1/JTR, par. C3330-C1.

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

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

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

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

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (JTR, par. C4490), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A13e for more on reduced per diem for a civilian

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the

allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

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

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

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

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

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

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

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

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a COCOM, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, par. U2240).
- b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active duty for other than training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active duty for other than training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

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

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

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

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

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

#### **T4070 TDY GLOSSARY**

Must, Shall, Should, May, Can, Will. See **HELPING VERB FORMS** in APP A.

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**PART 1: DoD MEMBERS**

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

- A. **Tour Length Establishment.** A tour length is established IAW [DoDI 1315.18](#), par. E.3.1.
- B. **Tour Length Change.** Submit a tour length change proposal IAW [DoDI 1315.18](#), par. E.3.1. ***Do not submit a tour length change proposal to PDTATAC.***
- C. **Tour Length Exception.** The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK 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. **Reserve Component Exception.** RC members authorized PCS allowances IAW JFTR, pars. U7150-E2b or U7150-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned IAW OSD/OEPM 29 August 2013 email.
- \*E. **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	Footnote
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	<b>11</b>
<b>Alaska</b> (except as indicated)	36	36		<b>1</b>
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	N/A	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
Baku (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	N/A	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b> (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	<b>18</b>
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	<b>20</b>
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
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		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
<b>Johnston Atoll</b>	N/A	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	N/A	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	N/A	12		<b>4</b>
Joint Security Area	N/A	12		<b>4</b>
Kunsan AB (US)	N/A	12		<b>4</b>
Mujak/Pohang	N/A	12		<b>4</b>

**APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)  
Part 1: DoD Members**

**Appendix Q1**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		4, 5, 6
<b>Kuwait</b>	24	12		9
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	N/A	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	15
<b>Libya</b>				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	N/A	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	N/A	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	N/A	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		8

**APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)  
Part 1: DoD Members**

**Appendix Q1**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	N/A	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	<b>21</b>
<b>Puerto Rico</b> (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
Oradea	24	12	09-30-11	<b>15</b>
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
Rwanda				
Kigali	24	24	10-17-11	
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
Trencin	24	12	09-16-11	<b>10</b>
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain (except as indicated)</b>	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		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand (except as indicated)</b>	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey (except as indicated)</b>	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		
Incirlik	24	15	08-01-12	<b>19</b>
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		

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

**Footnotes**

1/ Tour-length policies for a member assigned to a duty station within AK or within HI 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 for dependents of personnel under U.S. Forces Korea (USFK) control 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. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.

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 memo 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.

**19/** OUSD memo dated 1 August 2012 established a 24 month unaccompanied tour length for members assigned in direct support of Priority Level-1 Capable Mission at Incirlik Air Base, Turkey. USEUCOM Commander must authorize the 24 month unaccompanied tour length. All others at Incirlik serve the 15 month unaccompanied tour length.

**20/** OUSD Memo dated 30 May 2013 established a 36 month accompanied tour length for members assigned to Ghedi, Italy. The 36-month accompanied tour applies to U.S. Service members assigned to Ghedi after 30 May 2013. The previous accompanied tour length was for 24 months.

**21/** The NA/12 tour length only applies to new assignments after 8 August 2013. The Air Force will manage the movement of dependents already at Lajes AB, Portugal through attrition upon the accompanied member's DEROS.

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## PART IV: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY

A. Special Circumstance Tour of Duty Locations. The tours of duty for the persons listed below are exceptions to the standard tours of duty in APP Q, Part III.

1. DOD Education Activity Personnel

a. Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for a person in a teaching position under the DOD Education Activity (see 20 USC §§901-907) is 1 or 2 school years as required, plus the time required in the area because of arrival before the school year starts and while awaiting transportation upon departure. The school year for a person in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DOD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DOD Education Activity (see 20 USC §§901-907 and DODEA Regulation 5301.4-R (“Salaries and Personnel Practices Applicable to Principals and Assistant Principals” available at <http://www.odedodea.edu/pers/emanual/>)) is the same as for any other DOD civilian employee who is employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in pars. A1a, A1b, and A1c, tours of duty are 3 school years under the initial service agreement and 2 school years under each subsequent agreement.

2. Defense Intelligence Agency (DIA) Employee. The Director, DIA, administratively fixes the tour of duty for a DIA employee.

3. Scientists on Sabbatical Leave. The tour of duty for a scientist on sabbatical leave is 12 months.

4. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

5. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

6. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for a civilian employee of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

7. National Security Agency (NSA) Employees. Because of the nature of employment, the Director, NSA, administratively fixes the tour of duty for a NSA employee.

8. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for a civilian employee of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

9. Air Force Management Interns. The tour of duty for a management intern assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

\*10. Consultants and Experts. The tours of duty prescribed in APP Q4-A2, APP Q4-A3, APP Q4-A4, APP Q4-A5, APP Q4-A6, APP Q4-A7, APP Q4-A8, APP Q4-A9, APP Q4-A10 do not apply to a consultant or an expert.

**B. Establishing a Special Circumstance Tour of Duty**

1. General. The special circumstance tour of duty established for a particular location applies to the entire location for accompanied and unaccompanied employees unless the requesting official indicates that the proposed tour should be limited to:

- a. A specific area within the location (ex., Bahamas: Andros Island),
- b. Accompanied or unaccompanied employees, and/or
- c. An employee on a renewal agreement.

2. Exception Requests. A DOD component desiring to establish a special circumstance tour of duty must submit an exception request, to the PDUSD (P&R), stating the reasons for the exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.