

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 574****1 AUGUST 2013**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 August 2013 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

SAMUEL B. RETHERFORD

Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

FRANCINE BLACKMON

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

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

CAP 61-13(E)/MAP 69-13(E) -- Constructed Transportation Costs. Redefines constructive transportation cost computations. This item was originally submitted as MAP 123-12(E)/CAP 105-12(E) and was tabled awaiting GSA response. GSA response indicated that the constructed transportation cost for a traveler authorized a specific transportation mode is limited to ONLY the cost of the transportation (FTR §301-10.309). This would exclude any 'anticipated' costs in the computation when an alternate mode of transportation is used by the traveler. Affects pars. C3050-E, C4710-C, C4735, C4765, C4770, and T4030.

CAP 62-13(E)/MAP 70-13(E) -- GSA City-Pair Program (CPP). Removes 'grantee' references from the JFTR/JTR as a concise definition to define grantee eligibility for GSA city pairs program does not exist. Affects pars. C3225A-5 and C3500-D; and Appendices P1-A4, and P2-B1.

CAP 63-13(E) – PCS Time Limit -- Complete vs. Begin. Changes the JTR to state PCS travel and transportation must be completed, rather than begin, within 1 year from the employee's transfer effective date. The FTR requires all aspects of travel and transportation for the PCS, except TQSE, must be completed within the time limitation. Affects pars. C5035-C, C5105-F1, C5110-G1b, C5115-H2, C5154-F NOTE, C5160-G2d, C5165-F, C5608, C5610, and C5750-B3.

CAP 66-13(E)/MAP 74-13(E) -- AO Discretion Limited to JFTR/JTR. Clarifies that although the AO has certain discretion, the AO does not have authority to deviate from the provisions of the JFTR/JTR nor to create new authorities for reimbursement not specifically provided for in the JFTR/JTR. Affects pars. C1110-B, and C1115-A2.

CAP 76-13(E)/MAP 76-13(E) -- No Blanket Restricted Airfares. Clarifies that although the AO has authority to authorize a restricted airfare, the intent is not to do so with a blanket restriction (e.g., all FEML is by restricted airfare), but on an individual, trip-by-trip, basis. Affects par. C3500-A.

CAP 82-13(I) – Update JTR References (Intro thru Ch 4). Updates references throughout JTR based on changes made to JFTR/JTR merger. Affects JTR Intro, and pars. C1000, C1115-B2a, C1115-C1, C1205, C1210, C1215-B, C1225, C1260-C1, C1300-D3, C2000-C, C2110-I, C2165-C, C2170-4, C2205-D, C2224-D3, C2230, C2300-B, C2310-B3, C2510, C2555, C2600-D, C2700, C2705, C2710-A1, C2715-B, C2805-C2a, C3005-C, C3045-B3, C3320-G, C3500-F, C3510-A, C3520-C, C3525, C3665, C4095, C4100, and C4120.

CAP 83-13(I) -- Transportation Terminal Parking Fees. Clarifies that AO waiver on the cost limitation for transportation terminal parking fees does not apply to civilian employees. Affects par. C4780-C.

CAP 84-13(I)/MAP 84-13(I) -- Update References. Updates references in parts of Chapter 7. Affects pars. C7700-A, C7700-J3, C7700-J4, C7700-O4, C7750-A1, C7750-B3, and C7750-E3.

CAP 90-13(I)/MAP 90-13(I) -- Rewrite APP W. Rewrites and reformats the language in APP W.

CAP 92-13(I) -- CONUS Evacuation - Domestic Partner. Adds same sex domestic partner and children to the family members of an employee authorized allowances during a CONUS evacuation. This definition was changed in 5 CFR, Part 550, Sec. 550.402 effective 20 August 2012 in 77 Federal Register 42904. A definition of family member was also added in that Federal Register. Affects par. C6300, Sec. 550.402.

CAP 95-13(I)/MAP 095-13(I) -- PMR and Non Deductible Meal Corrections. Corrects erroneous information in JTR par. C4210-A4.

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 574

1 AUGUST 2013

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

JTR	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13	567 01-13	566 12-12	565 11-12	564 10-12	563 09-12	562 08-12	561 07-12
Title Page	564	564	564	564	564	564	564	564	564	564	564	551	551	551
Cover Letter	574	573	572	571	570	569	568	567	566	565	564	563	562	561
Record of Changes	574	573	572	571	570	569	568	567	566	565	564	563	562	561
Introduction	574	563	563	563	563	563	563	563	563	563	563	563	559	559
Crosswalk (1-3)	560	560	560	560	560	560	560	560	560	560	560	560	560	560
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Chapter 1														
TOC	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part A	574	573	572	571	559	559	559	559	559	559	559	559	559	559
Part B	574	571	571	571	559	559	559	559	559	559	559	559	559	559
Part C	574	557	557	557	557	557	557	557	557	557	557	557	557	557
Part D	574	570	570	570	570	556	556	556	556	556	556	556	556	556
Part E	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Chapter 2														
TOC	564	564	564	564	564	564	564	564	564	564	564	558	558	558
Part A	574	573	566	566	566	566	566	566	566	561	561	561	561	561
Part B	574	566	566	566	566	566	566	566	566	564	564	562	562	559
Part C	574	573	565	565	565	565	565	565	565	565	561	561	561	561
Part D	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E	574	564	564	564	564	564	564	564	564	564	564	558	558	558
Part F	563	563	563	563	563	563	563	563	563	563	563	563	558	558
Part G	574	566	566	566	566	566	566	566	566	558	558	558	558	558
Part H	574	558	558	558	558	558	558	558	558	558	558	558	558	558
Part I	574	568	568	568	568	568	568	568	560	560	560	560	560	560
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	574	558	558	558	558	558	558	558	558	558	558	558	558	558
Part L	574	558	558	558	558	558	558	558	558	558	558	558	558	558
Chapter 3														
TOC	574	570	570	570	570	558	558	558	558	558	558	558	558	558
Part A1	574	566	566	566	566	566	566	566	566	562	562	562	562	558
Part A2	574	573	570	570	570	566	566	566	566	562	562	562	562	561
Part B	566	566	566	566	566	566	566	566	566	564	564	558	558	558
Part C	574	566	566	566	566	566	566	566	566	565	558	558	558	558
Part D	574	573	570	570	570	566	566	566	566	565	558	558	558	558
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	574	570	570	570	570	566	566	566	566	561	561	561	561	561
Part G	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part H	574	558	558	558	558	558	558	558	558	558	558	558	558	558
Part I	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Chapter 4														
TOC	574	572	572	570	570	565	565	565	565	565	564	560	560	560
Part A	572	572	572											
Part B1	574	572	572											

JTR	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13	567 01-13	566 12-12	565 11-12	564 10-12	563 09-12	562 08-12	561 07-12
Part B2	572	572	572											
Part B3	574	572	572											
Part B4	572	572	572											
Part B5	572	572	572											
Part C	572	572	572											
Part D	572	572	572											
Part E	572	572	572											
Part F	572	572	572											
Part G	574	572	572											
Part H	572	572	572											
Part K	572	572	572											
Part L	572	572	572											
Part Z	572	572	572											
Chapter 5														
TOC	573	573	570	570	570	565	565	565	565	565	558	558	558	558
Part A	574	571	571	571	569	569	562	562	562	562	562	562	562	558
Part B	571	571	571	571	570	566	566	566	566	565	562	562	562	557
Part C1	543	543	543	543	543	543	543	543	543	543	543	543	543	543
Part C2	574	555	555	555	555	555	555	555	555	555	555	555	555	555
Part C3	565	565	565	565	565	565	565	565	565	565	558	558	558	558
Part C4	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part C5	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part D1	574	556	556	556	556	556	556	556	556	556	556	556	556	556
Part D2	574	573	556	556	556	556	556	556	556	556	556	556	556	556
Part D3	573	573	563	563	563	563	563	563	563	563	563	563	562	556
Part D4	571	571	571	571	558	558	558	558	558	558	558	558	558	558
Part E1	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part E2	571	571	571	571	564	564	564	564	564	564	564	558	558	558
Part E3	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part F	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part G	564	564	564	564	564	564	564	564	564	564	564	563	558	558
Part H1	569	569	569	569	569	569	556	556	556	556	556	556	556	556
Part H2	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part H3	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part I	541	541	541	541	541	541	541	541	541	541	541	541	541	541
Part J	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part K	573	573	558	558	558	558	558	558	558	558	558	558	558	558
Part L1	553	553	553	553	553	553	553	553	553	553	553	553	553	553
Part L2	573	573	540	540	540	540	540	540	540	540	540	540	540	540
Part L3	519	519	519	519	519	519	519	519	519	519	519	519	519	519
Part L4	527	527	527	527	527	527	527	527	527	527	527	527	527	527
Part L5	571	571	571	571	551	551	551	551	551	551	551	551	551	551
Part M	574	571	571	571	558	558	558	558	558	558	558	558	558	558
Part N	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part O	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part P1	574	565	565	565	565	565	565	565	565	565	556	556	556	556
Part P2	554	554	554	554	554	554	554	554	554	554	554	554	554	554
Part P3	554	554	554	554	554	554	554	554	554	554	554	554	554	554
Part Q1	551	551	551	551	551	551	551	551	551	551	551	551	551	551
Part Q2	569	569	569	569	569	569	551	551	551	551	551	551	551	551
Part Q3	551	551	551	551	551	551	551	551	551	551	551	551	551	551
Part R	573	573	555	555	555	555	555	555	555	555	555	555	555	555
Part S	573	573	565	565	565	565	565	565	565	565	564	558	558	558

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Chapter 6														
TOC	570	570	570	570	570	554	554	554	554	554	554	554	554	554
Part A	571	571	571	571	567	567	567	567	563	563	563	563	560	560
Part B	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part C1	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part C2	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part C3	563	563	563	563	563	563	563	563	563	563	563	563	546	546
Part C4	542	542	542	542	542	542	542	542	542	542	542	542	542	542
Part C5	569	569	569	569	569	569	546	546	546	546	546	546	546	546
Part D	574	526	526	526	526	526	526	526	526	526	526	526	526	526
Part E	570	570	570	570	570									
Chapter 7														
TOC	573	573	562	562	562	562	562	562	562	562	562	562	562	554
Part A	567	567	567	567	567	567	567	567	530	530	530	530	530	530
Part B	567	567	567	567	567	567	567	567	546	546	546	546	546	546
Part C	548	548	548	548	548	548	548	548	548	548	548	548	548	548
Part D	567	567	567	567	567	567	567	567	560	560	560	560	560	560
Part E	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part F	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part G	567	567	567	567	567	567	567	567	560	560	560	560	560	560
Part H	567	567	567	567	567	567	567	567	557	557	557	557	557	557
Part I	567	567	567	567	567	567	567	567	560	560	560	560	560	560
Part J	567	567	567	567	567	567	567	567	546	546	546	546	546	546
Part K	567	567	567	567	567	567	567	567	560	560	560	560	560	560
Part L	571	571	571	571	567	567	567	567	560	560	560	560	560	560
Part M	571	571	571	571	567	567	567	567	562	562	562	562	562	560
Part N	574	571	571	571	567	567	567	567	560	560	560	560	560	560
Part O	574	571	571	571	567	567	567	567	566	560	560	560	560	560
Part P	548	548	548	548	548	548	548	548	548	548	548	548	548	548
Part Q	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part R	567	567	567	567	567	567	567	567	534	534	534	534	534	534
Part S	537	537	537	537	537	537	537	537	537	537	537	537	537	537
Part T	534	534	534	534	534	534	534	534	534	534	534	534	534	534
Part U	567	567	567	567	567	567	567	567	534	534	534	534	534	534
Part V	536	536	536	536	536	536	536	536	536	536	536	536	536	536
Part W	573	573												
Appendix A														
Part 1	573	573	572	571	570	569	568	566	566	562	562	562	562	560
Part 2	572	572	572	571	569	569	568	562	562	562	562	562	562	551
Appendix E														
TOC	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part 1	570	570	570	570	570	560	560	560	560	560	560	560	560	560
Part 2	570	570	570	570	570	568	568	560	560	560	560	560	560	560
Part 3	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Appendix F														
TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	562	562	562	562	562	562	562	562	562	562	562	562	562	559
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	557	557
Appendix G														
APP G	573	573	570	570	570	569	567	567	566	565	564	563	554	554
Appendix H														
TOC	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 1	540	540	540	540	540	540	540	540	540	540	540	540	540	540

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Part 2A	570	570	570	570	570	560	560	560	560	560	560	560	560	560
Part 2B	570	570	570	570	570	540	540	540	540	540	540	540	540	540
Part 2C	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part 3A	570	570	570	570	570	543	543	543	543	543	543	543	543	543
Part 3B	562	562	562	562	562	562	562	562	562	562	562	562	562	546
Part 3C	570	570	570	570	570									
Part 4A	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part 4B	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 4C	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 5A	570	570	570	570	570	543	543	543	543	543	543	543	543	543
Part 5B	570	570	570	570	570	543	543	543	543	543	543	543	543	543
Appendix I														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	570	570	570	570	570	551	551	551	551	551	551	551	551	551
Part 2	570	570	570	570	570	558	558	558	558	558	558	558	558	558
Part 3	570	570	570	570	570	566	566	566	566	566	551	551	551	551
Part 4	572	572	572	570	570	551	551	551	551	551	551	551	551	551
Appendix O														
TOC	565	565	565	565	565	565	565	565	565	565	544	544	544	544
APP O	574	573	570	570	570	568	568	559	559	559	559	559	559	559
Appendix P														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	574	573	570	570	570	541	541	541	541	541	541	541	541	541
Part 2	574	570	570	570	570	556	556	556	556	556	556	556	556	556
Appendix Q														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part1	573	573	572	567	567	567	567	567	563	563	563	563	562	557
Part2	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part3	563	563	563	563	563	563	563	563	563	563	563	563	562	554
Part4	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Appendix R														
TOC	570	570	570	570	570	541	541	541	541	541	541	541	541	541
Part 1	541	541	541	541	541	541	541	541	541	541	541	541	541	541
Part 2	570	570	570	570	570	568	568	557	557	557	557	557	557	557
Appendix S														
APP S	568	568	568	568	568	568	568	566	566	564	564	563	560	560
Appendix T														
TOC	540	540	540	540	540	540	540	540	540	540	540	540	540	540
APP T	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Appendix U														
APP U	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Appendix W														
APP W	574	563	563	563	563	563	563	563	563	563	563	563	562	

INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

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

PURPOSE AND AUTHORITY

JTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees and civilians who travel using DoD funding.

*With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended ([22 USC §2385\(d\)](#)), who are authorized per diem, travel, and transportation allowances IAW [Volume 14, State Department Foreign Affairs Manual \(FAM\)](#), these regulations are the sole travel and transportation allowances regulations for DoD components.

If there is a headquarters dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations. Each DoD PDTATAC member may issue necessary regulations prescribing travel and transportation allowances applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, PDTATAC is again vested with regulation issuing authority.

The JTR is issued under the following authorities:

- *1. Federal Travel Regulation (FTR), published by GSA ([41 CFR 300-304](#)); the Department of State Standardized Regulations ([DSSR](#)) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) ([CFR, Title 5](#));
- *2. The [USC](#), primarily sections found in Title 5 (especially Chapter 57, concerning allowances for travel, transportation, and subsistence) and Title 10;
3. Executive Orders, GSA Commuted Rate Schedule, and DoD directives and instructions; and
- *4. Decisions of the U.S. Comptroller General ([GAO](#)), the GSA Board of Contract Appeals ([GSBCA](#)), the GSA Civilian Board of Contract Appeals ([CBCA](#)), and the OSD General Counsel ([OSD\(GC\)](#)).

CLAIMS AND ADVANCE DECISIONS

*Under [31 USC §3702](#), the Comptroller General of the U.S. settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the OMB. OMB delegated this authority to the GSA, who assigned it to the GSBCA. Effective 6 January 2007 Congress established the CBCA within GSA ([Section 847 of P. L. 109-163](#)) and the claims settlement function was transferred from GSBCA to CBCA.

A civilian employee appealing a travel voucher settlement must submit the appeal to CBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office (i.e., the office that made the payment), which must attach an administrative report explaining why the claim was settled as it was. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to CBCA should be addressed to:
The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone Number of the Clerk of the Board (202) 606-8800
FAX (202) 606-0019
Internet address of the CBCA: <http://www.cbca.gsa.gov>

Throughout the JTR, Comptroller General (Comp. Gen.) Decisions from the GAO and decisions from the GSBCA or CBCA are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). GAO decisions that do not appear in the published GAO volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. GSBCA decisions on their website are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, 22 July 1998).

For GSBCA decisions visit their website at: <http://www.gsbcga.gsa.gov/>.

For CBCA decisions visit their website at: <http://www.cbca.gsa.gov>.

PARAGRAPH NUMBERING SYSTEM

The JTR paragraph numbering system is coordinated with that of the JFTR . The letter "C," precedes the 4-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that a new paragraph can be added without changing existing paragraph numbering.***

Paragraph: C1052-B2b(3)

- JTR
- Chapter 1
- Paragraph 052
- Subparagraphs

JTR references and citations should be in the following format:

- JTR, par. C1052
- JTR, par. C1052-B2
- JTR, par. C1052-B2b(3)
- JTR, pars. C1052-C1058

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

- JTR, par. C1052-B2b(3)b
- JTR, par. C1055-A2

The most specific reference should be used.

CHANGES

Civilian Travel Determinations (CTDs) make changes to the JTR. A CTD is effective on the indicated date. It may be effective on the JTR publication date, on the PDTATAC Chair's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law or an FTR amendment or DSSR change, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the DTMO website.

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

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

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

FEEDBACK REPORTING

*JTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. C4120.

- *1. Army. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
2. Navy. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps. - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
- *4. Air Force. Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
5. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

HOW TO GET THE JTR

[JTR](#) materials may be downloaded and printed from the following website:
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

HOW TO OBTAIN LOCALITY PER DIEM RATES

For current per diem rates, please see the Defense Travel Management Office website at:
<http://www.defensetravel.dod.mil/site/perdiem.cfm>.

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PART A: ADMINISTRATION AND GENERAL PROCEDURES

C1000 APPLICATION

A. Personnel Covered. The JTR applies to:

1. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;
2. Dependent(s) of an employee/individual covered by JTR (unless eligible for separate Allowances);
3. A civilian official and/or employee of another GOV'T department and/or AGENCY who performs an official assignment for and at DoD's expense;
4. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
5. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, [Civilian Marine Personnel Instruction \(CMPI\) Instruction 4650](#);
6. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);
- *7. A National Guard technician employed pursuant to [32 USC §709](#);
8. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the GOV'T;
9. A new appointee to the SES, and
10. Certain Presidential appointees.

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

1. A Uniformed Service member;
2. Dependent(s) of an individual /employee covered by the JFTR;
3. A NAF official and/or employee traveling on NAF business (JTR may be adopted and interpreted by NAF activities for NAF employees.);
4. A contractor's representative and/or contractor's employee under a contract with DoD;
- *5. A DoD employee appointed under [22 USC §2385\(d\)](#); or
6. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD AGENCY and who is subject to the funding AGENCY's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America' always applies to DoD personnel).

C. Statutory Regulations. JTR:

1. Implements the basic statutory regulation issued by GSA (FTR), governing a civilian employee's travel and transportation at GOV'T expense.
2. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the GOV'T

NOTE: A traveler must not be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official travel reimbursement or reducing allowances.

1. General. The JTR:

a. Addresses allowances paid/reimbursed by the GOV'T, and

*b. Does **not** address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). See [DoDI 1400.25, Vol. 630](#) and Component supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.

2. Policy. When travel at GOV'T expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C5025 for policy on travel at GOV'T expense.

3. Employee Status

*a. An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See [DoDI 1400.25, Vol. 630](#).

b. For a funded order to be issued, the employee must be in a duty status., An employee in a leave status when a funded order is issued, enters a duty status to execute the order.

E. FTR Authority Not Implemented. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

C1005 PROHIBITION NOT STATED

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

C1015 IMPLEMENTATION

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

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

C. Administrative Procedures

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

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

a. Completion and submission of travel vouchers (Ch 2, Part K);

- b. Appropriate authority/approval level for business class air travel (par. C3500);
- c. Authorization/order endorsement related to foreign flag carrier use (par. C3525-F);
- d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets;
- e. Procedures and conditions under which advance payments are authorized including those in:
 - (1) PDT (Ch 5);
 - (2) Evacuation Allowances (Ch 6);
 - (3) Recruiting expenses (parking expenses only);
 - (4) TQSE (Ch 5, Part H,)
- f. Appropriate separation or retirement activities;
- g. Claims for personally procured HHG transportation;
- h. Traveler financial responsibility (pars. C2000, C3105-B, C5576-B, C5154, C5190, C5204, C5208, C5234-E, C5270-B, C5450 and C5576);
- i. Personal emergency determination (pars. C7365 and C7602);
- j. Establishing dependency (See APP A definition of DEPENDENT),
- k. CTO use policy (par. C2400);
- l. Procedures for extending evacuation safe haven allowances; and
- m. Transportation of the remains of a deceased employee and/or a deceased dependent (Ch 7, Part W).

C1020 SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS

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

B. Application. The review process applies to all DoD COMPONENTS.

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

1. Email: pdtatac@dtmo.pentagon.mil; or

2. Mail:

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

3. Fax: (571) 372-1301 DSN (312) 372-1301

C1025 EXPENDITURE AUTHORITY

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

C1030 DUPLICATE PAYMENT

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.
2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the GOV'T.*
3. A nondeductible meal provided to a traveler in a per diem status is not a duplicate payment.
4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in the JTR.
5. The Improper Payments Information Act of 2002, [P.L. 107-300](#) may apply.

C1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A Service/Agency is expected to take appropriate disciplinary action when a traveler and/or AO fails to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Action must *not* be through refusal to reimburse. See par. C2400-E for exceptions when reimbursement is *not* allowed.

C1040 REGULATION CHANGE EFFECTIVE DATE

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

C1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

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

C1050 TERMINOLOGY

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

PART B: DTS

C1100 GENERAL

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

C1105 TRAVEL COMPUTED USING DTS

A. General. DTS:

1. Covers individual TDY travel for business, travel for schoolhouse training, deployment, or personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.
2. Does *not* cover PCS (Ch 5), or evacuation (Ch 6).

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

C1110 AUTHORITY AND RESPONSIBILITY

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

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

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

See par. C4405 for justification.

****NOTE: Although the AO has certain discretion, the AO does not have authority to deviate from the provisions of the JTR nor to create new authorities for reimbursement not specifically provided for in the JTR. . If an AO authorizes out-of-the-ordinary expenses and reimbursements (e.g., full size rental car, excess baggage, dual lodging, etc.) the AO must justify and document that authority on the order.***

C. AO's Responsibilities. The AO must:

1. Determine the travel purpose (see APP H) for notation on the Trip Record.

2. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If standard arrangements made in compliance with travel policies using:

- a. GOV'T negotiated airfares,
- b. Lodging, and
- c. Rental car rates

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

3. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels, or Service headquarters to assist in travel decisions.

4. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA; and refer inquiries about card usage to the local GTCC program coordinator/TO.

5. Adhere to policies and procedures IAW JFTR, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW JFTR.

6. Review the amounts claimed on the traveler's expense report as soon as possible after receiving it. The AO's signature on the expense report certifies:

- a. Travel was taken,
- b. Charges are reasonable,
- c. Phone calls authorized for reimbursement are in the GOV'T's best interest, and
- d. Approval of authorized expenses reimbursement. Expense reports are subject to random selection for examination/audit.

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

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

E. Traveler Rights and Responsibilities. A traveler:

1. Should promptly update the Trip Record, and confirm/modify arrangements, when communication with the CTO was not possible.
2. Who uses DTS for TDY over 45 days, should include a request for scheduled partial payments with the Trip Record so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

C1115 A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Cost Estimate

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

2. Tailoring the Trip. The AO:

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

3. Travel Authority. The AO:

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

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

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

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

B. During the Trip

1. Changing Plans

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

2. Receipts

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

(1) Lodging, and

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

b. Lodging Obtained through an Online Booking Agent. Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):

- (1) Daily hotel room costs;
- (2) Daily hotel taxes; and
- (3) Daily miscellaneous fees, if applicable.

C. After the Traveler Returns

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

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

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

3. Submitting the Expense Report

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

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

5. Lost/Stolen/Unused Paper Tickets. See par. C2715.

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

C1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.
2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

B. Eligibility. See [DoD Instruction 1342.25, par. 5.4.5](#),, dated 30 October 1996 “School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);” concerning eligibility for reimbursement for official travel.

C. Funding and Orders. DDESS funds and issues necessary orders.

C1205 GAIN-SHARING PROGRAM

*The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV’T travel and transportation cost savings with a traveler. Title [5 USC, Chapter 45, Subchapter 1](#) provides authority for a Gain-Sharing Program for a civilian employee, but there is no authority for such a program for a uniformed member. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR/JTR for a uniformed member or a DoD civilian employee.

C1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

A. Policy. GOV’T policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging.

B. GOV’T Responsibility. Each Service/DoD COMPONENT must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved public accommodations.

*C. GOV’T Requirements. Lodgings that meet GOV’T requirements are listed on the [U.S. Fire Administration's Internet site](#). *D. Service/Agency Compliance. Services/agencies are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (APP A definition) whenever possible ([5 USC §5707a](#)).

C1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

A. General. Registered and/or trusted traveler programs (i.e., Fly Clear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to an agency.

*B. Participation. Participation in this program is not required by the GOV’T. Use of GOV’T funds to obtain membership in such a program is statutorily prohibited by [5 USC §5946](#) per [GSA Bulletin FTR 08-05 of 25 June 2008](#).

C. Enrollment Fee. Enrollment fees in this program are not reimbursable. See APP G.

C1220 RECRUITER-RELATED PARKING EXPENSES

- A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of \$25, but NTE \$200.
- B. Reimbursement. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site at which assigned to duty:
1. As a recruiter for any of the armed forces;
 2. At an armed forces military entrance processing facility; or
 3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.
- C. Example. Monthly parking expenses of \$135 warrant reimbursement of \$110 ($\$135 - \$25 = \110) while monthly parking expenses of \$320 would warrant reimbursement of \$200 ($\$320 - \$25 = \295 but NTE \$200).
- D. Limitations. Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.

C1225 FOREIGN MILITARY TRAVEL

- A. Authority. The JFTR is not the authority for payments for foreign military and an ITA is not used to support payments.
- *B. Defense Personnel of Developing Countries (10 USC §1051). See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Chapter 10.
- *C. Liaison Officers (10 USC §1051a). See [DoDFMR, Volume 12, Chapter 18](#).
- D. Foreign Students at Service Academies. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Chapter 10.
- E. Foreign Military Sales Related Travel of Foreign Personnel. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM).

C1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

See [DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties](#).

C1255 DEPARTMENT OF STATE (DoS) TEMPORARY QTRS SUBSISTENCE ALLOWANCE (TQSA)

An employee is authorized TQSA for temporary QTRS (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living QTRS Allowance (LQA) under the provisions in the [DoDI 1400.25, Volume 1250](#) and [DSSR Section 031.1](#). TQSA rules are in [DSSR Section 120](#).

C1260 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

- A. Policy, Payment and Procedural Guidance
1. FTA. For FTA policy, payment and procedural guidance see the [DSSR, Section 240](#).
 1. FTA. For FTA policy, payment and procedural guidance see the [DSSR, Section 240](#).

2. HSTA. For HSTA policy, payment and procedural guidance see the [DSSR, Section 250](#).

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under JTR, Ch 5, Part G but **not** the FTA allowance. See [DSSR, Section 242.6](#).
2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under JTR, Ch 5, Part H1 but **not** the HSTA. See [DSSR, Section 252.6](#).

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

*1. The FTA/HSTA are DoS allowances ([5 USC §§5924\(2\)\(A\)](#) and [5924\(2\)\(B\)](#)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. ***A new appointee is not eligible for any portion of the HSTA.***

3. The FTA and HSTA are composed of four elements:

- a. Miscellaneous Reimbursable Expense. This portion **only** is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

- b. Wardrobe Expense. ***This portion is not allowable for a DoD civilian employee.***

- c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.

- (1) FTA. This portion is allowable for a DoD civilian employee PCSing from a PDS in a CONUS/non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

- (2) HSTA. ***This portion is not allowed for a DoD civilian employee.***

D. Lease Penalty Expense

1. FTA. This portion is allowable for any DoD civilian employee (including a new appointee) PCSing to/between a foreign area PDS.

2. HSTA. This portion is allowed **only for a reassigned employee (not a new appointee)** PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

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

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**PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM
COMMERCIAL SOURCES****C1300 RETAINING PROMOTIONAL ITEMS****A. General**

1. The JTR addresses “reimbursable” allowances funded by the GOV’T.
2. Non-reimbursable expenses, for goods/services obtained:
 - a. Through personal purchase, or
 - b. Under the same conditions as those offered to the general public and at no additional GOV’T cost,do not require authorization/approval, and are not reimbursable regardless of the AO’s authorization or approval.

B. Promotional Materials/Benefits

1. A traveler on official business may keep promotional material, including frequent traveler benefits, for personal use (e.g., points, miles, upgrades, or access to carrier clubs/facilities).
2. Promotional material must be:
 - a. Obtained under the same terms as those offered to the general public, and
 - b. At no additional GOV’T cost.
3. Examples of promotional materials include:
 - a. Vendor provided complimentary upgrades to room/transportation accommodations, and
 - b. Upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.
4. ***Promotional benefits/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.***
5. Promotional materials received for travel using other than Service/DoD COMPONENT funds are not covered by this rule. The traveler should seek guidance from the funding authority.

C. Seat Relinquishing

1. **Voluntary**. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional per diem or reimbursable expenses 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 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/DoD COMPONENT directives.

D. Lost, Delayed, or Damaged Accompanied Baggage

1. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier.
2. 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.
- *3. See [31 USC §3721](#) for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.

C1305 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

DoD Services/COMPONENTS should refer to the Joint Ethics Regulation (JER), [DoD 5500.7-R](#) for regulations concerning:

1. Standards of conduct and accommodating non Federal sources for travel and transportation expenses,
2. Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel, and
3. Travel expenses paid from a non Federal source

PART A: GENERAL

C2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

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 the 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 early 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. 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.

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

C2005 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.](#)

C2010 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.

C2015 PASSPORT, 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.

C2020 TRAVEL JUSTIFICATION ([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 JTR.

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

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

C2025 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:

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

C2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. A traveler under an official order may be able to use GOV'T:

1. QTRS,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under DoD jurisdiction.

B. Availability/Use Determination

1. The local commander determines if GOV'T facilities may be used.
2. The conditions and limitations relating to facilities availability/use are in:
 - a. [AR 215-8/AFI 34-211\(I\); AAFES Operations](#);
 - b. [DoDI 1330.09, dated 7 December 2005, Under Secretary of Defense for Personnel and Readiness \(USD \(P&R\)\), Subject: Armed Services Exchange Policy](#); and
 - c. [DoDI 1330.17, dated 8 October 2008, Subject: Armed Services Commissary Operations](#).

C2040 IDENTIFICATION CARD

A. General. When an employee is authorized OCONUS TDY travel or a PCS assignment, identification card issuance is provided in:

1. [DoDI 1000.1, Identity Cards Required by the Geneva Conventions](#) (DD Form 489, Geneva Convention Card, for civilians), and
2. [DoDI 1000.13, Identification \(ID\) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals](#).

B. Issuance. Conditions and procedures for issuance and use are in applicable Service issuances.

PART B: TRAVEL POLICY

C2100 GENERAL

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

C2105 ECONOMY CLASS ACCOMMODATIONS

A traveler must use economy/coach class accommodations unless other accommodations are authorized/approved as provided in par. C3500, C3600, C3650 or C7460.

C2110 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS (FIRST AND BUSINESS)

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

B. Authority. See par. C3510-A, C3510-B, or C3620 for GOV'T funded 'other than economy/coach' accommodations authority.

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

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

E. Travel Order

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

2. **Example:** Business/First class travel is justified and authorized/approved based on par. C3520. The cost difference between the business and coach class fare is \$765. The authorization/approval could state something similar to "LtGen. Jones, HQ USA/XXXX, (authorized/approved) 'other than economy/coach' accommodations use. Full documentation of the (authorization/approval) for 'other than economy/coach' accommodations use is on file in the approving official's office."

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

G. Extenuating/Emergency Circumstances

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

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

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

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

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

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

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

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

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

J. Medical and Special Needs

1. See APP A, Part 1 for SPECIAL NEEDS definition.
2. 'Other than economy/coach' accommodations may be authorized/approved by the 'other than economy/coach' AO due to medical/special needs reasons only if a competent medical authority certifies that a disability/special need exists and, in the case of a medical need, the medical condition necessitates (for a specific time period or on a permanent basis) the accommodations upgrade. Competent medical authority must certify a disability/special need, in writing, every six months. If the disability/special need is a lifelong condition, a certification statement is required every two years.
3. The 'other than economy/coach' AO must be able to determine that, at the time of travel, 'other than economy/coach' accommodations are/were necessary because the traveler is/was so disabled/limited by special needs that other lower cost economy accommodations (e.g., 'bulkhead' seating, or providing two economy seats) cannot/could not be used to meet the traveler's requirements.
4. An attendant authorized transportation under par. C7460 may be authorized/approved 'other than economy/coach' accommodations only when the attended traveler is authorized 'other than economy/coach' accommodations use and requires attendant services en route.
5. Authority for a family member to use 'other than economy/coach' accommodations due to a disability or special need does not authorize the entire family to use 'other than economy/coach' accommodations. 'Other than economy/coach' authority is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.

K. 'Other than Economy/Coach' Accommodations Not Authorized. Unless authorized/approved for medical reasons/physical handicap in par. C2110-J., 'other than economy/coach' accommodations use is not authorized during:

1. PCS;
2. Emergency leave;
3. R&R;
4. FEML;
5. Personnel evacuations;
6. RAT leave;
7. EVT; or
8. FVT.

C2115 UNUSUAL ROUTE JUSTIFICATION

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

C2120 PERSONAL CONVENIENCE TRAVEL

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

C2125 TRAVELER FINANCIAL RESPONSIBILITY

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

C2130 LEAVE

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

C2135 SUBSTANDARD ACCOMMODATIONS

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

C2140 U.S. CERTIFICATED TRANSPORTATION REIMBURSEMENT RESTRICTION

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

C2145 DEPENDENT TRANSPORTATION SEATING

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

C2150 SERVICE RESPONSIBILITY

Each Service/DoD COMPONENT must:

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

C2155 AIRPORT SELECTION

A. Multiple Airports

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

4. *If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.*

B. Servicing Airport

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

2. Potential lost work time may be considered.

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

C2160 TDY CANCELED OR CHANGED

A traveler must promptly cancel airline and/or lodging reservations when it is known that they will not be used (e.g., TDY canceled, curtailed or changed). All unused tickets must be promptly turned into the issuing CTO. A traveler's failure to follow these procedures may make the traveler financially liable for any resulting losses.

C2165 TDY TRAVEL INVOLVING NON PDS LOCATION

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

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

1. The traveler is responsible for all excess travel/transportation costs; and

2. Constructed costs for each trip leg must be based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*

*C. Travel Order Received while on Leave. See par. C4280 for TDY travel and transportation allowances when a TDY order is received while a traveler is on official leave.

C2170 WHEN PER DIEM IS AUTHORIZED

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at POEs and PODs ICW a PCS,

3. TDY periods directed in a PCS order,

*4. Delays to qualify for reduced travel fares (par. C4415-E).

PART C: TRAVEL ORDER

C2200 GENERAL

A. Travel Order. A document, issued/approved by the Secretarial Process, directing travel to/from/between designated points and serving as the basis for reimbursement by the GOV'T of official travel, transportation, and reimbursable expenses. *See APP I for more information on travel orders.*

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

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

D. Unauthorized Reimbursement

1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.

2. *Expenses incurred before receipt of a written or oral order are not reimbursable.*

E. Travel Order Necessity

1. Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved.

2. An order is *not* necessary when:

a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and

b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the GOV'T's interest.

3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

C2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

A. Modifications

1. An order:

a. May be retroactively corrected to show the original intent, and

b. *Must not be revoked/modified retroactively to create/deny/change an allowance* ([24 Comp. Gen. 439 \(1944\)](#)). **Example:** After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.

2. A TDY location can be changed to a PDS but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).

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

1. Authorized only in advance of travel, or

2. Approved only after travel is completed, or

3. Authorized and/or approved.

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

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

*D. Deductible Meals. See par. C4205 regarding the effect of deductible meals on meal rates.

C2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

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

B. Oral Order

1. An urgent/unusual situation may require that official travel begin/be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, *the AO must promptly issue a confirmatory written order.*
2. An oral order:
 - a. Given in advance of travel,
 - b. Subsequently confirmed in writing giving the date of the oral order, and
 - c. Approved by competent authoritymeets the requirement for a written order.

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

C2215 ITINERARY VARIATION

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

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

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

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

C2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER

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

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

B. Retroactive Modification. See par. C2205 for retroactive modification and authorization/approval.

C2225 BLANKET/REPEAT TDY ORDER

NOTE: *The blanket/repeat TDY order is not used in DTS.*

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

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

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

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

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

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

D. AEA

1. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case.
2. AEA *must not be authorized* as part of a blanket/repeat TDY order or used as blanket authority to authorize/approve automatic AEA for all travel to an area.
- *3. See par. C4315 for AEA limitations.

C2230 TDY TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)

A. General

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

B. 180-Day Time Limitation

1. General. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. C2230-C ([36 Comp. Gen. 757 \(1957\)](#)).
2. Extensions
 - a. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
 - b. Extensions are limited to those cases where there has been a definite change or unforeseen delays were encountered. This limitation does not apply to a traveler assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days;

3. 180 Day Rule Violation. Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of the 180-consecutive-day policy if the known/reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.

C. TDY Periods in Excess of 180 Consecutive Days

1. Authorization. When mission objectives/unusual circumstances require TDY at one location for more than 180 consecutive days the appropriate authority must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)).
2. Authorizing/Approving Authority. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is:
 - a. The Secretary Concerned,
 - b. Service Headquarters, if delegated,
 - c. DoD COMPONENT Director,
 - d. The Chief of an appropriate bureau/staff agency specifically designated for that purpose (2 Star equivalent),or
 - e. Commander/Deputy Commander of a Combatant Command.

This authority must not be re-delegated, except as stated for Service Headquarters.

3. Written Request and Justification. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.
4. Order Issuance after the Fact. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:
 - a. Approve the order as written, or
 - b. Direct that the order be amended to:
 - (1) Terminate the duty and return the traveler to the old station or assign a new station,
 - (2) Change the assignment from TDY to a PCS,
 - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station, or
 - (4) Authorize a TCS (C2230-E), *and*
 - c. Ensure the tax information in par. C2230-E is in the TDY order remarks section.

5. Per Diem

- *a. If a traveler is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the traveler is notified of the transfer. See par. C4800.
- b. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day ([54 Comp. Gen. 368 \(1974\)](#) and [B-185987, 3 November 1976](#)). *Authorization/ approval to exceed the 180-day TDY limitation is essential.*

6. Civilian Employees Deployed to Afghanistan/Iraq Supporting Ongoing Contingency Operations

- a. The requirements in par. C2230-C do not apply to a civilian employee's TDY assignment when deployed to Afghanistan/Iraq supporting ongoing contingency operations (APP A).
- b. The USD (P&R) memo, '[Building Increased Civilian Deployment Capacity](#)' of 12 February 2008 recognized that deployments to Iraq and Afghanistan are typically for TDY periods of 12 or more months.
- c. Prior to the official travel start, the order must cite the 12 February 2008 USD (P&R) memo as the waiver authority.
- d. The waiver authority does not require USD (CPP) review; however, the authority must be in the GOV'T's interest.
- e. This policy applies also to a non-DoD civilian employee if the order is DoD funded (par. C1000-A).
- f. The memo authority does not allow an Agency/Service to authorize SIT of HHG extension beyond 180 days (see par. C5191).

7. Previous Long-Term TDY Assignment

- a. Taxable TDY Period. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment (within a 7 month time frame after return to the PDS); this second TDY period could be considered, by the IRS, to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period.

- b. 7-Month Period Requirement

(1) Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location.

*(2) Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

8. Agency Liability for Employment Taxes. Approving officials and Agencies must be aware that sending a traveler on TDY to one location for a year or more may result in Agency liability for employment taxes related to the TDY because the IRS considers such duty as a permanent move.

D. Temporary Change of Station (TCS) Instead of Extended TDY

1. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances when the extended TDY period is between 6 and 30 consecutive months.
2. Discretionary TCS allowances, authorized in the GOV'T's interest and IAW par. C5715-B, expire when the TCS mission is completed. See Ch 5, Part O.

E. Reimbursable TCS/TDY Allowances Taxation

1. The AO must advise the traveler of the potential federal, state, and local income tax obligations if the TCS/TDY assignment (including a training assignment) is at one location for more than a year. ***Tax rules may differ by state and locality.***
2. A traveler who performs TCS is subject to federal, state and local income tax obligations on some, but not all, of the TCS reimbursements. See par. C5650 for RIT allowance.

3. A TDY assignment at one location for more than a year may be considered, by the IRS, to be a permanent assignment and any reimbursement (e.g., per diem) may be considered taxable income by the IRS.
4. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4715 for ITRA.
- *5. An IRS statute, ([26 USC §162\(a\)](#)) and the implementing IRS regulations in [26 CFR 1.162](#) do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year.
6. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

F. TDY Assignment *Initially* Expected to Last Less than 1 Year

1. A civilian employee's TDY assignment at one location that is initially and realistically expected to last less than 1 year, but at some later date during the TDY period the TDY assignment is expected to exceed 1 year; that TDY assignment may be treated by the IRS as temporary until the date that the employee's realistic expectation changed (to a period of one year or longer) ([CBCA 2594-TRAV, 13 April 2012](#)).

*2. When an AGENCY has a "REALISTIC EXPECTATION" that the employee's travel will exceed 1 year, travel reimbursements become taxable going forward (i.e., it does NOT apply to travel reimbursements before that time). See the [IRS website](#). See par. C4790 for ITRA.

a. **Example 1:** An employee is issued a TDY order for a period NTE 1 year at the TDY location. While at TDY, the AGENCY learns that the employee is required to remain at the TDY location in excess of 1 year. When the decision is reasonably known that the assignment will exceed 1 year, the assignment is no longer considered temporary and the TDY allowances from that point forward become potentially taxable. The assignment may be considered permanent and taxable by the IRS from the time that the decision to extend the period to be longer than 1 year is reasonably known. Taxation of all time at the TDY location preceding the time that the decision is reasonably known is considered temporary and the IRS will determine taxability.

b. **Example 2:** An employee travels from the PDS to a TDY location in another state indefinitely twice a month. Travel is indefinite in nature, but expected to last over 1 year, or not expected to end in less than a year. Reimbursement of TDY allowances are considered taxable by the IRS because TDY period is expected to exceed 1 year.

*3. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment within a 7 month time frame. After return to the PDS, this second TDY period could be considered by the IRS to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period. Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location. Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

Example: Traveler's PDS is Alexandria, VA. The traveler performs a long-term TDY assignment in Atlanta, GA, for 179 days. The TDY ends and the traveler returns to the PDS in Alexandria, VA. The traveler remains at the PDS for 6 months and then returns to the previous TDY location in Atlanta, GA, to perform another 179-day TDY. The second TDY may be considered by the IRS to be a part of the previous TDY assignment and taxable because the traveler did not remain at the PDS in Alexandria for more than 7 months before returning to Atlanta to perform another TDY.

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PART E: TRAVEL ADVANCE

C2300 AUTHORITY

A. Authorization. A travel advance, as allowed by the authorizing statute:

1. May be paid when authorized on a travel order, and
2. Is not the same as authorizing GTCC IBA use for an ATM advance.

*B. Regulations. A travel advance is paid IAW the [DoDFMR, Volume 9](#).

C2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

A. Traveler Responsibility. A traveler on official business:

1. Is responsible for travel expenses, but
2. Should not have to pay official travel expenses entirely from personal funds, unless the traveler decides not to use available GOV'T resources (e.g., the GTCC or traveler's checks).

B. Service/Agency Responsibility. The Service/Agency:

- a. May issue travel advances for certain authorized expenses, and
- b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Service/DoD Component and the traveler (e.g., using the GTCC).

C2310 AUTHORIZED TRAVEL ADVANCES

A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses and specified travel and transportation allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. Discounted Conference/Training Registration Fee (APP R2-H);
2. TDY travel (Ch 4);
- *3. Advance Lodging deposit (par. C4130-H);
4. Reimbursable expenses (APP G);
5. HHG transportation and SIT using the commuted rate method (pars. C5160-C2 and C5190-E);
6. Mobile home transportation (par. C5295);
7. House hunting Trip (HHT) (par. C5632);
8. Temporary QTRS Subsistence Expenses (TQSE) (Ch 5, Part H);
9. Attendants/escorts for military dependents (par. C5850 or C7105); and
10. Transportation and Emergency Storage of POV (par. C5238).

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

C2500 DoD POLICY

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

B. Program Policies and Procedures. The GTCC program policies and procedures (including central billing and unit cards) are found in the [DoDFMR 7000.14-R, Volume 9, "Travel Policy and Procedures"](#).

C2505 CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA) NOTIFICATION STATEMENTS

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

C2510 GTCC PURPOSE AND INFORMATION

* [DoDFMR 7000.14-R, Volume 9, Ch 3, par. 0305](#) indicates the purposes for which a DoD GTCC may be used.

C2515 GTCC USE AND RESTRICTIONS

A. General. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action.

B. Restrictions. To prevent misuse of the GTCC IBA and city pair fares for leisure travel a copy of the relevant travel order must be provided to the CTO before ticketing. An electronic DTS generated order suffices to meet this requirement.

C. Exceptions. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the CTO.

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PART H: GOV'T QTRS USE/AVAILABILITY

C2550 GENERAL

An employee may not be:

1. Directed/required to use GOV'T QTRS, or
2. Limited to the GOV'T QTRS cost for lodging reimbursement ([44 Comp. Gen. 626 \(1965\)](#)), or
3. In virtually all circumstances, told what lodging to use.

C2555 CONSERVING FUNDS

*IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability (e.g., through the CTO/TMC), and is encouraged to use available adequate GOV'T QTRS when TDY to a U.S. INSTALLATION. See DOHA [Claims Case No. 2009-CL-080602.2](#), 7 July 2010.

C2560 LODGING REIMBURSEMENT

Unless a reduced per diem rate is authorized on the travel order, the AO must authorize/approve reimbursement for the cost of commercial lodgings used NTE the locality per diem lodging rate (unless an AEA is authorized/approved). [See CBCA 2291-RELO, 20 April 2011](#).

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PART I: MILEAGE AND MALT RATES

C2600 TDY & LOCAL TRAVEL

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

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	\$1.33	1 Jan 2013
Automobile (If no GOV is available)	\$0.565	1 Jan 2013
Motorcycle	\$0.535	1 Jan 2013
<u>Other Mileage Rate.</u> Applies when A POC is used instead of a GOV'T furnished vehicle (if a GOV is available) when use of a GOV'T furnished vehicle is to the GOV'T's advantage.	\$0.24	1 Jan 2013

B. Non-Motorized Transportation Mode

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

C. Helicopter and Privately Owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately owned boat use are not reimbursed on a TDY mileage basis. See pars. C5905 and C5915

*D. POC Use Instead of GOV. See par. C4795 for POC use instead of a GOV.

C2605 PCS, HHT (DoD CIVILIAN EMPLOYEE), FIRST DUTY STATION, AND SEPARATION TRAVEL

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

B. MALT Rate

1. *Effective 1 January 2013*, the MALT rate per authorized POC is \$.24/mile. The MALT rate in effect from 17 April – 31 December 2012 was \$.23/mile.
2. The \$.24/mile rate is effective for all PCS travel that commences on or after 1 January 2013 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2013 must be paid at the old rate (\$.23/mile) even if the travel was not completed until after 1 January 2013.
4. Par. C5050 clarifies general information and reimbursement ICW MALT.

5. Regardless of the POC type used (except in par.C2615), this is the PCS travel MALT rate. See par. C2650 for official distance determination.

6. See par. C5050-A2 if there is more than one authorized traveler in a POC.

C2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

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

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

C2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. C2600 for the official distance between authorized points.

PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

C2700 TRAVEL VOUCHER SUBMISSION

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

C2705 FRAUDULENT CLAIMS

*A. Payment Requirements. For requirements regarding payment when fraudulent expense(s) are suspected, see [DoDFMR, Vol. 9](#).

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

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

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

C2710 RECEIPT REQUIREMENTS

A. General

- *1. [DoDFMR, Vol. 9](#) requires a receipt for each:
 - a. Lodging expense, regardless of the amount, and
 - b. Individual expenditure of \$75 or more.
2. A receipt must show:
 - a. When specific services were rendered,
 - b. When articles were purchased, and
 - c. The unit price.
3. Requirements for additional receipts are discouraged. If a traveler's claim has doubtful reimbursement requests, see par. C2705.
4. Travelers are advised to retain ALL receipts for tax/other purposes.
5. A 'lost receipt' statement (see par. C2710-B) is *not a substitute* for an online booking hotel receipt.

B. Lost Receipt

1. If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.
2. For lodging, a statement must include:
 - a. The lodging facility name and address,

- b. Dates the lodging was obtained,
- c. Whether or not others shared the room (and the sharer's status as an official traveler), and
- d. The cost incurred.

C. Review and Administrative Approval

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

C2715 LOST/STOLEN/UNUSED TICKET

A. General. The traveler:

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

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

C2720 LOST/STOLEN/UNUSED GTR

A. General. A traveler/other accountable person:

1. ***Must safeguard a GTR carefully at all times.***
2. Must immediately notify the proper official, IAW Service procedures, if a GTR is lost/stolen.
3. Must immediately notify the named carrier and other local initial carriers, IAW Service procedures, if the lost/stolen GTR shows the carrier service desired and origin point.
4. Must send (***and not use***) a recovered GTR that has been reported as lost, to the activity specified IAW Service regulations.
5. May be held liable for any GOV'T expenditure caused through personal negligence (the member for the dependent also under most circumstances) in safeguarding GTRs.

B. Personal Use of GTR Prohibited. A GTR:

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

C2725 TRAVELER WITHOUT SUFFICIENT FUNDS

A. General. A traveler without sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost charge basis IAW Service regulations. See [DoD 4500.9-R, DTR, Part 1](#).

B. Transportation. Necessary transportation is furnished as a personal loan for the traveler's benefit.

C. Financial Responsibility. The traveler remains financially responsible to the GOV'T for the lost/stolen ticket cost, regardless of fault or negligence.

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

C2800 GENERAL

- A. Authority. DoD COMPONENT-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area.
- B. Local Area. The local area is the area:
1. Classification. The local area is:
 - a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;
 - b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service in a written directive. *An arbitrary distance radius must not be established to define a local commuting area* ([59 Comp. Gen. 397 \(1980\)](#)); or
 - c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis.
 2. Designation. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component.
- C. Control and Delegation
1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.
 2. These designated officials also are responsible for:
 - a. Furnishing public transit system tokens/tickets, when appropriate; (**NOTE: The Service/ Agency must specify the business practice for managing and safeguarding such items, if applicable**), and
 - b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.
 3. The furnishing of public transit system tokens/tickets does not relate to the transit subsidy program.
- D. Reimbursable Expenses. See APP G.
- E. Mass Transit Subsidy Voucher. A mass transit subsidy voucher:
1. Is *not* covered in the JTR;
 2. Is intended only for transportation from home to work site and return to home;
 3. Is not intended for use to pay for travel to/from/between alternate work site(s); and
 4. Used to travel to/from/between alternate work site(s) prevents the traveler from receiving local travel reimbursement for that travel.

C2805 PDS AREA TRAVEL

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

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

B. Commercial Transportation

1. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:
 - a. Local public transit system (when tokens, tickets or cash fares are not furnished);
 - b. Taxicab fares plus transportation-related tips; and
 - c. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:
 - a. POC travel is reimbursed using the authorized TDY mileage (par. C2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.
 - b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See APP G.
 - c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.
2. Between Residence/PDS and Alternate Work Site within the Local Area
 - *a. See par. C4780 for travel to/from a transportation terminal.
 - b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.
 - c. If the traveler does not ordinarily travel by POC to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

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

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

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

E. Examples

1. **Example 1**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ($50 + 25 + 10 - 70 = 15$).
2. **Example 2**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.
3. **Example 3**. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles ($15 + 30 + 15 = 60$ miles x TDY mileage) minus \$7.
4. **Example 4**. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles ($45 + 67 + 12 - 10 = 114$ miles x TDY mileage) minus \$10.
5. **Example 5**. The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.
6. **Example 6**. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.
7. **Example 7**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for the ordinary POC commute).

F. Transportation Expense Reimbursement Tax

1. Conditions. Local taxable travel exists when:

a. There is a reasonable expectation that an employee will work at a temporary/alternate location for more than one year, and for more than 35 workdays in a calendar year. The 35 Day Rule applies **only** for local taxable travel.

b. An employee travels:

(1) Daily to a temporary/alternate work location within the general commuting area, and

(2) To and from the residence within a day.

2. Reimbursement Taxable as Wages. Only reimbursement for travel to/from the employee's residence and the alternate work location are taxable as wages.

3. Federal, State, and Local Income Tax Obligations. The AO must advise the employee of potential federal, state, and local income tax obligations for transportation expense reimbursement, in the PDS area, if there is a reasonable expectation that the employee will work at a temporary location for more than one year, and for more than 35 workdays in a calendar year. Tax rules may differ by state and locality.

4. Income Tax Reimbursement Allowance (ITRA). The ITRA (par. C4715):

a. Applies only to extended TDY assignments, and

b. May not be applied to local travel.

5. Examples

a. **Example 1**. An employee is responsible for managing employees in two local area locations. The employee drives to an alternate work site, 45 minutes from the residence, every Thursday to approve documents, and meet with employees. There is reasonable expectation that travel will last for more than 1 year, and for more than 35 days in one year. Reimbursements for daily travel are considered taxable by the IRS.

b. **Example 2**. An employee takes the train daily between NYC and Peekskill, NY to attend meetings and conduct other business tasks. The employee expects to follow this routine continuously for the next 5 months (100 workdays). There is a reasonable expectation that travel will last for less than 1 year. The 35 Day Rule does not apply because travel is reasonably expected to last for 1 year or less. Reimbursements for daily travel are non-taxable.

C2810 TRAVEL AT THE TDY LOCATION

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

1. Lodging and duty site;

2. Duty sites; or

3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site

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

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

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

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed IAW par. C2805-C.

C2815 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

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

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

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

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

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

C2820 VOUCHERS AND SUPPORTING DOCUMENTS

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CHAPTER 3

TRANSPORTATION

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PART A: GENERAL

SECTION 1: POLICY AND RULES

C3000 SCOPE

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

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

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

C3005 TRAVEL/TRANSPORTATION POLICY

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

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

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

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

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

1. The AO must justify travel other than by a usually traveled route.
2. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
3. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons.
4. Official travel locations must be identified and, if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.
5. Examples
 - a. Example 1. A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a handicapped traveler whose PDS is Denver. The only TDY location is Dallas, but the order must document that the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at GOV'T expense, and city pair airfares are authorized.

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

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

G. **Accommodations** (FTR §301-72.2)

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

2. **Medical Reasons.** See par. C2110-J for medical reasons/justification for 'other than economy/coach' accommodations

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

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

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

H. **Non U.S. certificated Carrier Reimbursement.** A traveler may not be reimbursed for travel at personal expense on a non U.S. certificated aircraft/ship, except as in par. pars. C3525 and C3665.

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

J. **Interlining**

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

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

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

C3015 COMMON CARRIER TRANSPORTATION PROCUREMENT

A. **Passenger Movement.** See [DTR 4500.9-R, Part I - Passenger Movement](#).

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

C3020 UNUSED GOV'T PROCURED TRANSPORTATION

A. General

1. A traveler who returns unused GOV'T procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.
2. When a traveler knows transportation and/or accommodations reservations will not be used, the traveler must cancel the reservations within the specified time limit.
3. When the transportation furnished is different/less value than authorized on the ticket, or when a journey is terminated short of the specified destination, the traveler must report the facts to the servicing transportation office.
4. All adjustments ICW official transportation must be promptly processed to prevent loss to the GOV'T.
5. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, airfare adjustment notices, etc., and information relating to the unused transportation must be turned into the local CTO/TMC.
6. Failure to follow these procedures may subject the traveler to liability for any resulting losses.
7. See par. C2715 or C2720 for lost/stolen/unused ticket/GTR reimbursement.

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

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

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

C3025 TRAVEL TIME

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

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

is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by GOV'T automobile is computed under par. C3025-C.

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

C. POC

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

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

- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
 - c. GOV'T conveyance (vehicle).
2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed.
3. Unauthorized Use. If a POC is used, but not authorized by the AO as being to the GOV'T's advantage, travel time is limited to that authorized in par. C3025 for the authorized commercial transportation for the official ordered travel distance.
4. Driving Distance per Day. There is no mandatory distance that must be driven per day.
- D. Travel by Aero Club. When a travel order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, NTE the time allowed if commercial transportation had been used.
- E. TDY Travel by Mixed Mode
- 1. POC Use to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. C3025-C for POC travel for the official distance of the ordered travel.
 - 2. POC Use Not to the GOV'T's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. C3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. C3025-C for commercial transportation for the official distance of the ordered travel.
- F. Special Conveyance Travel. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. C3025-C.***

C3030 SCHEDULING TRAVEL

- A. General. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission.
- B. Factors. Consideration should be given to all of the following:
- 1. Duty hours;
 - 2. Duty requirements;
 - 3. Lodging availability at origin, destination or intermediate stops;
 - 4. The need for onward transportation;
 - 5. The traveler's comfort and well being;
 - 6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;
 - 7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;

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

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

C3035 SEPARATE JOURNEYS

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

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

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PART A: GENERAL

SECTION 2: TRANSPORTATION REIMBURSEMENT

C3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

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

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

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

C3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all DoD civilian employees use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Service/DoD COMPONENT designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. C1035 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see par. C5108-A), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. C3045-D, C3045-E, C3045-F, C3045-G, and C3045-H.

2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.

*3. See Ch 4, Part G when the transportation is partly by POC.

4. If a traveler uses GOV'T procured transportation for part of a journey (see par. C3035), the limits in pars. C3045-D and C3045-E must be reduced by its cost.

C. Transaction Fee

1. The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, 'in house' or CTO transportation, frequently includes a transaction fee for arranging the transportation.
2. A CTO transaction fee incurred by a traveler is a miscellaneous reimbursable expense under APP G.
3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a miscellaneous reimbursable expense under APP G.

D. GOV'T CTO or 'In House' Is Available

1. General. When GOV'T CTO (see APP A) or 'in house' services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. C1035.
2. Constructed Cost Basis. For air transportation, constructed costs are based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*
3. City Pair Airfare Available. A city pair airfare is available if a contract airfare is offered between origin and destination. The airfare may involve a nonstop flight, a direct flight (same flight from origin to destination, but with one or more stops en route), or connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement). However, a city pair fare is not available if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.

Example 1: There is a contract city pair airfare between Charlotte, NC, and Los Angeles, CA, even though it is a connecting flight.

Example 2: There is no contract city pair airfare between Asheville, NC, and Los Angeles, CA. However, there is a city pair fare between Asheville, NC, and Chicago, IL, and then a city pair fare from Chicago, IL, to Los Angeles, CA. The two separate city pair fares do not constitute a city pair fare between origin (Asheville) and destination (Los Angeles). However, the two separate city pair fares may be combined to arrive at the POLICY CONSTRUCTED AIRFARE.

4. Constructed Cost Limitations

- a. The constructed transportation cost is based on the POLICY CONSTRUCTED AIRFARE (with the par. C3520-A6 exception).
- b. **Example:** There is often no city pair airfare connecting origin and destination. Several POLICY CONSTRUCTED AIRFARES (see APP A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city pair airfare. See C3045-D3.
- c. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

5. Restricted Airfare Use

a. When any risk of trip cancellation/itinerary change is outweighed by potential cost savings, the AO might authorize”:

(1) A restricted airfare, available to the general public, in lieu of a city pair airfare (APP P1, par. A6c), or

(2) Any available restricted airfare for which the traveler qualifies in lieu of the POLICY CONSTRUCTED AIRFARE.

b. Compliance with the ‘Fly America Act’ must be maintained (i.e., a less expensive restricted airfare on a non U.S. certificated airfare cannot be used in lieu of using an available U.S. certificated air carrier).

c. The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare may be advantageous to the GOV’T.

d. See par. U3500 for use of restricted airfares.

E. GOV’T CTO or ‘In House’ Is Not Available

1. In the *very rare circumstance* that a GOV’T CTO/‘in house’ service is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the POLICY CONSTRUCTED commercial transportation cost between authorized points.

2. A CTO itself (rather than a particular ticket) must be unavailable to qualify under this par..

3. See par. U3500 for use of restricted airfares.

4. Each non availability event should lead to correction(s) that make CTO service available should the same situation arise again.

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

1. When GOV’T/GOV’T procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available GOV’T/ GOV’T procured transportation. See par. C5110 for PCS transoceanic travel.

2. If both GOV’T and GOV’T procured transportation are available, the lower priced mode is the maximum reimbursement measure.

3. When GOV’T/GOV’T procured transportation is *not available*, reimbursement is authorized for the transportation cost NTE the POLICY CONSTRUCTED airfare available over the direct route between the origin and destination.

4. See par. C3500-P for medically inadvisable airfare.

G. Transoceanic Ferry Fares. When a TDY traveler travels at personal expense on a transoceanic ferry that is authorized/approved as being to the GOV’T’s advantage, reimbursement is authorized for the cost incurred, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)). See par. C3665 for non U.S. certificated ferries.

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

C3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, Part 301-10, Subpart E](#))

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 id. 116 \(1941\)](#)).
2. The TO determines the applicable transportation mode for constructed cost purposes.
3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. GOV'T and GOV'T Procured Air Transportation Available

1. When GOV'T/GOV'T procured air transportation use is required under pars. C3500-O, C3530, C3530-B, and C3530-C, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T procured air transportation.
2. Constructed costs are based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction.***
3. Non-capacity controlled city pair airfare transportation is presumed available if there is city pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.
4. GOV'T/GOV'T procured air transportation is not available when:
 - a. An AO determines that GOV'T and/or GOV'T procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;
 - b. GOV'T and/or GOV'T procured air transportation use would involve circuitous travel or undue inconvenience; or
 - c. Travel via aircraft is medically inadvisable.
5. The lower priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T procured transportation are both available.
6. If only GOV'T procured transportation is available, its cost is the reimbursement limit.

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

1. When GOV'T/GOV'T procured air transportation is not available, or GOV'T air transportation is not available, reimbursement for transportation used must not exceed the POLICY CONSTRUCTED airfare (APP A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.
2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

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

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

E. Computation

- *1. Except as prohibited in pars. C3525 and C3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. ***No other costs are added to the computation.*** The traveler is paid whichever (actual or constructed) is less.
2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.
- *3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the GOV'T Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. C3500-O.

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PART C: TRANSPORTATION MODE

C3200 MANDATORY DoD POLICY

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

C3205 REQUIRED USE OF MILITARY AIRCRAFT

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

C3210 AUTHORIZED TRANSPORTATION

A. General

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

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

1. GOV’T (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***
3. POC (see par. C3220-A1),
4. Special conveyance (see par. C3220-A1),
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

C. Transportation Mode Exception

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

D. Arranging and Determining Transportation Modes

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 (round-trip) 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 round-trip (400 miles one-way) at its discretion.

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

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

2. OCONUS

- a. Transportation must be arranged through an available CTO. See Ch 2, Part F.
- b. The AO should specify a particular transportation mode on the order for travel to/from/within an OCONUS area. The transportation officer/CTO makes the transportation mode determination if the AO does not.
- c. The transportation officer/CTO must not provide transportation via a mode that has been prohibited by the AO.
- d. Travel may be approved for:
 - (1) AMC, including charter/individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic;
 - (2) MSC, when available; or
 - (3) Commercial transportation.
- e. Except for ferries, travel by ship is not to the GOV'T's advantage unless the higher costs (i.e., per diem, transportation, and lost work time) associated with ship transportation are justified.
- f. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process.
- g. Reimbursement for ship transportation must be IAW the use of ships of U.S. registry.
- h. When a traveler, authorized to use available AMC/MSF facilities, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. C3045-B. All travel must be made IAW Ch 2, Part F.

C3215 AO DETERMINATION

A. Transportation Not Directed. The AO, when not required to direct the transportation mode, ordinarily authorizes the transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations.

B. TDY and Transoceanic PCS Travel. If the AO fails to make a determination or direct/authorize the transportation mode, air transportation is the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission requirements efficiently or economically.

C3220 DIRECTING TRANSPORTATION MODE

A. General

1. A traveler *may not be directed* to use a POC or a special conveyance.
2. Dependent travel *may not be directed* by a particular mode.
3. A traveler may select POC for overland PCS travel.
4. A traveler must comply with all regulations ICW the directed/selected transportation mode.

B. Reimbursement. When a specific transportation mode is directed (except PCS transoceanic travel) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost.

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

C3225 TRANSPORTATION MODE SELECTION

A. Contract Air Service

1. City Pair Airfare Available. Contracted airfare use offered by a contract air carrier between certain cities (city pairs) is generally to the GOV'T's advantage. These airfares should be used for official air travel between those cities. If the city pair carrier offers both a YCA airfare and a 'Dash'CA airfare and the 'Dash'CA airfare is available when the traveler makes the reservation, the 'Dash'CA airfare (which is less expensive than the YCA airfare) must be selected. See par. C3045-D3.

2. City Pair Airfare Not Available. If a city pair airfare is not available from origin to destination, the POLICY CONSTRUCTED AIRFARE (See APP A) should be used. This includes a lower airfare offered by a non contract U.S. certificated carrier limited to a traveler on official business, e.g., MDG, ODG, VDG, and similar airfares. See par. C3045-D3.

3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S. certificated airline. See par. C3500-A.

4. Contract Air Service Exceptions. For exceptions and specific guidelines regarding the use of contract city pair air service, see:

- a. APP P (City Pair Program);
- b. The [FTR, §301-10.107](#); and
- c. [DoD 4500.9-R, Part I](#) Ch 103, pars. A2 and E.

B. Non Contract Air Service

1. The use of noncontract U.S. certificated air service – when city pair service is available - may be authorized only when justified under the conditions noted in pars. C3225-A and C3500-A.
2. Advance authority and specific justification for non contract air service use should be shown on the travel order or other form of travel document before the actual travel begins unless extenuating/emergency circumstances make advance authorization impossible.
3. The traveler must obtain written approval from the appropriate Service designated official at the earliest possible time after completing the travel if the requirement to use non contract U.S. certificated air service arose after the travel order was issued. The approval and justification must be stated on, or attached to, the travel voucher.

C. Rail or Bus Service

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

D. Automobile

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

E. CHUNNEL. The English Channel tunnel (CHUNNEL) is a ferry for computation purposes.

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

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

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

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

C3300 GENERAL

***NOTE:** The traveler and command must adhere to the prudent traveler rules for GOV'T funded official travel. See par. C2000 and [CBCA 2852-TRAV, 28 August 2012](#).*

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

C3305 REIMBURSABLE EXPENSES

- A. Allowable Reimbursement. A traveler may be reimbursed for transportation related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. C3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.
- B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.
- C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See APP G.

C3310 TAXICAB/LIMOUSINE SERVICE USE

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

Part D: Taxi, Special Conveyance, Bus, Streetcar, Subway, or Other Public Conveyance

B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi/limousine fares plus tip from the:

1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and
2. PDS to the residence on the TDY return day.

C3315 BUS, STREETCAR, AND SUBWAY USE

A. To/from/between Transportation Terminals

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

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

C3320 SPECIAL CONVEYANCE USE

A. Authorization/Approval. An AO may:

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

B. To/from Carrier Terminals. The traveler:

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

C. Between Duty Stations

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

Part D: Taxi, Special Conveyance, Bus, Streetcar, Subway, or Other Public Conveyance

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

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

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

F. Reimbursement

1. General. See APP G for special conveyance reimbursement (including aircraft).

2. Limitation. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. C4780-B.

*G. Special Conveyance Receipts. See par. C2000-B, and [DoDFMR 7000.14-R, Volume 9](#).

H. Special Conveyance Use for PCS Travel

1. A special conveyance:
 - a. May be used for PCS travel when other transportation modes are not to the GOV'T's advantage,
 - b. Must be authorized in a PCS travel order,
 - c. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
 - d. Are not authorized at the PDS to travel to/from work, or for personal convenience.
2. Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY.
3. A traveler is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

C3330 SELECTING A RENTAL VEHICLE

A. Instructions and Guidance. See [DTMO rental car agreement](#), and <http://www.transcom.mil/dtr/part-i/> for instructions and guidance for the selection of rental vehicles.

B. CTO Use. It is *mandatory policy that a traveler uses an available* CTO to obtain a rental vehicle. It is *not mandatory* to use a CTO when renting an airplane or bus ([CBCA 2956-TRAV, 31 January 2013](#)).

C. Rental Service Cost

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

D. DTMO Rental Car Agreement

1. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T.
2. To view DTMO approved rental car companies and rates see [rental cars](#), or [rental trucks](#) .
3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel.
4. A vehicle offered by a participating vendor, but not listed under the agreement, is not covered under the agreement. The specific vehicle does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel unless a similar vehicle is not otherwise available.
5. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel.
6. **Example:** Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the GOV'T traveler on official GOV'T business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has an SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

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

F. Motor Pools and Commercial Rental Companies. See <http://www.transcom.mil/dtr/part-i/>, and Service regulations for policies, instructions, and guidance regarding motor pools and automobile rental from commercial rental companies.

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

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

1. Mail:

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

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

3. The [DTMO website](#).

I. Reimbursement Limitation. When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements ([CBCA 2956-TRAV, 31 January 2013](#)).

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PART F: COMMERCIAL AIR TRANSPORTATION

C3500 GENERAL

A. Cost Efficiency. Common carrier air transportation is generally 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. C3045-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 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 accommodations for all official business travel, including PCS, TDY, RAT leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

*F. Rest Periods. See, par. C4415 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. C3510:

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

2. Must consider each request for business/first class service individually, carefully, and consider Command/DoD COMPONENT 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 (par. C2000).

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. C3005-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. C3050-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.
8. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402.
9. Travel by GOV'T/GOV'T procured air transportation (unless medically inadvisable) is required for an:
 - a. Employee on TDY travel:
 - (1) To and from CONUS, or
 - (2) Between OCONUS duty points; and
 - b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

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. C3660 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.

C3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED

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

B. Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy/Coach Airfare. When a business/first class airfare costs less than the least expensive unrestricted economy/coach airfare, no authorization/approval is required. Comparison of the business/first class 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.

C3510 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. C3515 or C3520 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](#).

	FIRST CLASS	BUSINESS CLASS
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>

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. C2110-I.

C3515 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 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.

C3520 BUSINESS CLASS AND FIRST CLASS

A. Restrictions and Limitations

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

- a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or
- b. En route rest stop is authorized, or
- c. Overnight rest period occurs at the TDY location before beginning work.

2. Scheduled Flight Time. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes.

3. Return Flight. On TDY travel:

- a. The 14 hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.
- b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.

4. Contract City Pair Fare. When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.

5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEMLE, personnel evacuation,, RAT leave, EVT, or FVT 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.***

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>1. <u>Lower Class Accommodations Are Not Reasonably Available</u></p> <p>a. Reasonably available:</p> <p>(1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler’s proposed departure time, and scheduled to arrive within 24 hours before the traveler’s proposed arrival time.</p> <p>(2) Does not include a scheduled arrival time later than the traveler’s required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.</p> <p>b. When ‘lower class accommodations are not reasonably available’ is used to justify business/first class, the authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach and business class or first class (as appropriate).</p>	<p align="center">X</p>	<p align="center">X</p>
<p>2. <u>Mission Essential</u></p> <p>a. Space is not available in economy/coach on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed.</p> <p>b. When TDY travel in business/first class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business/first class accommodations may only be authorized for the out bound flight to the TDY location.</p> <p>c. Economy/coach is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work.</p> <p><i>Business class should be used, if available.</i></p>	<p align="center">X</p>	<p align="center">X</p>
<p>3. <u>Medical Reasons.</u> See par. C2110-Jfor medical reasons. First class may be considered for use when business class is not available.</p>	<p align="center">X</p>	<p align="center">X</p>
<p>4. <u>Exceptional Security Circumstances.</u> These include:</p> <p>a. A traveler whose use of other than business class or first class service would endanger the traveler’s life, or GOV’T property.</p>	<p align="center">X</p>	<p align="center">X</p>

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</p> <p>c. A courier or control officer accompanying a controlled pouch/package.</p> <p><i>Business class should be used, if available.</i></p>		
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <p>a. Federal advisory committees,</p> <p>b. Special high level invited guests, and</p> <p>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV'T officials.</p> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p>X</p>	<p>X</p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p>X</p>	<p>X</p>
<p>7. <u>Transportation Payment by a Non Federal Source</u>. When a non-Federal source pays, in advance, for the transportation service.</p> <p>a. <i>For First Class Only</i>: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class.</p> <p>b. The travel order must state that transportation services have been paid, in advance, by a non-federal source.</p> <p>c. See the Joint Ethics Regulation (JER), DoD 5500.7-R.</p>	<p>X</p>	<p>X</p>
<p>*8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under 31 USC §1108(g).</p>	<p>X</p>	<p>X</p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy/coach accommodations on non U.S. certificated carriers do not provide adequate sanitation/health standards.</p> <p>b. Non U.S. certificated carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. C3525 for rules governing U.S. certificated carrier use.</p>	<p>X</p>	<p>X</p>
<p>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 service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison</p>	<p>X</p>	

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	BUSINESS CLASS	FIRST CLASS
must be stated on the order.		
11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u> . a. <i>All</i> of the following criteria must be met: (1) Scheduled flight time is in excess of 14 hours (this includes non overnight airport stopovers and plane changes), and (2) Origin and/or destination is OCONUS, and (3) The mission is so unexpected and urgent it cannot be delayed/postponed, and (4) A rest period cannot be scheduled en route, or at the TDY site before starting work. b. The authorizing/approving official must state on the order: (1) When the TDY travel was identified, and (2) When travel reservations were made, and (3) The cost difference between economy/coach class and business class.	X	
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.	X	

C3525 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. C3500.
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. C3525-F, U.S. certificated air carrier service is available if the:

- a. Carrier performs the required commercial air transportation, and
- b. Service accomplishes the mission, even though:
 - (1) A comparable/different kind of service by a non U.S. certificated air carrier costs less, or
 - (2) Non U.S. certificated air carrier service is preferred by the service/traveler,
 - (3) Non U.S. certificated air carrier service is more convenient for the service/traveler, or

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

E. Exceptions

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

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

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

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

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

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

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

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

e. Travel Time

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

(4) Examples

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

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

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

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

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

h. Traveler Safety

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

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

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

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

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

k. Travel between Midnight and 6 a.m.

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

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

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

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

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

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

F. Non Availability Documentation

1. Non U.S. certificated air carrier use may be authorized/approved when the AO determines a U.S. certificated air carrier is unavailable based on par. C3525-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. C3525-G1a when selecting a schedule.

3. Example

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

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

b. Using par. C3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S. certificated air carrier service.

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

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

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

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

C3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES

A. Operations and Maintenance Technician and Crash Firefighter. The following employees may be required to travel for any distance, by any type of aircraft that meets mission requirements:

1. Operations and Maintenance Technician. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment, and
2. Crash Firefighter. A crash firefighter for whom travel by aircraft is necessary ICW the employee's duties.

B. Required as a Condition of Employee's Assignment. ICW a duty assignment, an employee may be required to:

1. Travel by aircraft for any distance, when required as part of the assignment conditions;
2. Be aboard an aircraft to make repairs/observe aircraft performance;
3. Use air travel for expeditious duty performance in different geographical locations; and/or
4. Be aboard any type of GOV'T aircraft on scheduled /nonscheduled flight.

C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available

1. Travel by aircraft, for any distance, is required with/without the employee's consent when necessary for mission accomplishment, or air is the only transportation mode available.
2. An employee may be required to travel on scheduled commercial aircraft or on transport type GOV'T aircraft operated on scheduled/semi scheduled flights.
3. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

D. Air Evacuation Required for Medical Reasons

1. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines it is necessary for an employee's medical evacuation.
2. Employee Medical Transportation. See par. C7500 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
3. Dependent Medical Transportation. See par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

PART H: COMMERCIAL SHIP TRANSPORTATION

C3650 GENERAL

- A. Directed Transportation. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as in par. C3655-A.
- B. Car Ferry Travel. See par. C3700.
- 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.

C3655 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. C2110-Jfor medical authorization/approval exceptions.

C3660 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. C3660-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. C3660-C1 and IAW par. C3510-A.
 - b. When less costly accommodations are not available.
 - c. When medical reasons require the more costly accommodations. See par. C2110-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. C2110.

C3665 U.S. REGISTRY SHIP

A. General

*1. A U.S. registry ship must be used except as in par. C3665 ([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. C3525-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. C3525-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. C3665 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.

CHAPTER 4

TEMPORARY DUTY TRAVEL

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CHAPTER 4: TDY

PART B: PER DIEM

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C4050 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. C4130-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. C4120.
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. C2710 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, inflight 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. C4605.
17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. C4205).

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.

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.

E. Restriction in Establishing PDS. Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place ([31 Comp. Gen. 289 \(1952\)](#)).

F. Overseas Post Differential

1. The foreign/non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive.

2. Per diem payment is authorized concurrent with a differential payment when an employee is assigned away from the PDS on detail/TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment while on the detail/TDY.

C4055 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. No meals deduction is made.

F. Tax Implications. Per diem payment for TDY of more than 12 hours but less than/equal to 24 hours may be taxable ([IRS Revenue Rule 68-663](#) & [26 CFR §1.162-2\(a\)](#)). The employee should verify possible state and local implications.

C4060 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.

C4065 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.

C4070 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.

C4075 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.

C4080 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.

C4085 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 (TDY A M&IE for preceding day) on 10 Sep	

C4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status. Per diem terminates at the end of the calendar day the employee is determined to be dead.

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. C4090-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. C4090-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. TDY Performed in Support of a Military Unit on Field Duty

1. General. Per diem is not authorized for a TDY employee who:

- a. Accompanies a military unit on field duty, or
- b. Provides noncombatant support to a military unit (APP A).

2. Per Diem Prohibition Period. Per diem prohibition applies when:

- a. GOV'T dining facility/mess (including field rations even though the employee is assessed a charge for that

meal(s)), *and*

b. GOV'T provided billeting (non transient barracks or tents)

are available.

3. Discount GMR. An employee on field duty is required to pay the discount GMR for a meal consumed in a GOV'T dining facility/mess (including field rations).

4. Procured Meals/Lodging. Reimbursement is authorized for charges incurred for necessary meals/lodging procured during the TDY assignment.

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. A civilian traveler pays the food cost and operating expense (surcharge) and is authorized reimbursement for food costs.

6. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.

C4095 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. C4095-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. C4095-I authorizes a lower per diem rate to the

requesting official.

*B. Authority. A DoD COMPONENT head or The Secretary Concerned may authorize (in advance) [per diem rates](#) in lesser amounts (to zero) than those listed at the DTMO website when the travel/duty circumstances warrant it and are unusual to the DoD COMPONENT concerned. Except for pars. C4215 and C4110-C, a DoD COMPONENT head (APP A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.

C. Authority Delegation. Reduced per diem authority may be delegated to the chief of a DoD COMPONENT headquarters 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. See [CBCA 2291-RELO, 20 April 2011](#)

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 4days 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 Ch. 4, Part C.

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

*1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

2. Navy and Marine Corps: Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

*3. Air Force: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

4. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

C4100 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 or at/within the vicinity of, the place of abode (residence) from which the traveler commutes daily to the official station ([CBCA 1795-TRAV, 12 March 2010](#), [B-318229, 22 December 2009](#)).
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. C1245 for a member hospitalized at the PDS.

***NOTE:** *Par. C4230 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. C2800-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. C3040 for transportation allowances. This does not preclude per diem 'IE' payment IAW par. C1245 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.

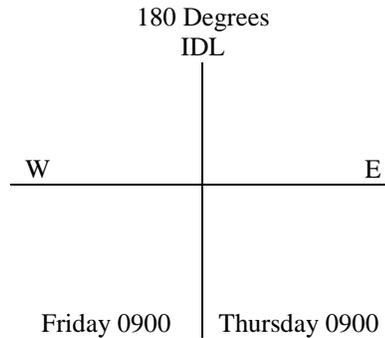
D. Brief Stay in the PDS Vicinity During TDY. Per diem at the PDS must be paid if:

1. An employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and**
2. The employee is in transit from one TDY site to another ([GSBCA 16144-TRAV, 14 November 2003](#)).

C4105 PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)

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

B. Computing Per Diem when Crossing the IDL



C. Computation 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.

A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.

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
Total			\$1,350.00

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

TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72). The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19. When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date. A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
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
Total			\$1,380.00

C4110 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. ***Reimbursement for the total cost of QTRS on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned.***
5. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. C4200-B and C4200-C, as applicable.
6. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned.

7. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless otherwise indicated.

8. When an employee is required to pay for meals, the employee is reimbursed the meal cost.

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. Corps of Engineers Floating Plant

1. Meals Furnished at No Cost. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY.

2. 1 or 2 Meals Provided at No Cost. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost.

3. No Meals Furnished. If the employee is not furnished any meals (with or without charge) the [Standard CONUS M&IE rate](#) is paid. The order should state the circumstances and rate.

4. Lodging Cost. The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging ceiling, is reimbursed.

C4115 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. C3665 for required documentation if a U.S. registered ferry is not available.

C4120 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 Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
2. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
- *4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
5. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

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

<u>CONUS Locations</u>	<u>Non Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
<p>*General Services Administration Office of Government-wide Policy Office of Travel, Transportation, and Asset Management (MA) ATTN: Jill Denning 1800 F. Street NW Second Floor Washington, DC 20405-0001 jill.denning@gsa.gov</p>	<p>Defense Travel Management Office ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 FAX: (571) 372-1301</p>	<p>*Department of State Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103 (202)261-8700</p>

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 3: M&IE

C4200 M&IE RATE DETERMINATION

A. Day of Departure/Return. On the day of departure/return to the PDS, the GMR, PMR, \$3.50 IE and reduced per diem rate do not apply.

B. CONUS Full Days

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

2. Government Meal Rate (GMR). The standard [GMR](#), plus \$5 for IE on any day the [GMR](#) rate is prescribed IAW par. C4200, or

3. Proportional Meal Rate (PMR). The [PMR](#), plus \$5 for IE on any day the AO specifies the [PMR](#) rate.

C. OCONUS Full Days

1. Locality Rate. The applicable [per diem rate](#) for reimbursement of subsistence expenses incurred during official OCONUS travel plus:

a. The locality IE rate, or

b. \$3.50 if the AO determines \$3.50 to be adequate for anticipated expenses.

2. GMR. The Standard [GMR](#) for meals in a GOV'T dining facility/mess, plus the IE rate, on any day the [GMR](#) rate is prescribed IAW par. C4200, or;

3. PMR. The [PMR](#) plus the IE rate on any day the AO specifies the [PMR](#) rate.

4. \$3.50 IE Rate

a. Travel Order. Regardless of the location the employee is lodged, the \$3.50 must be stated on the order for it to be paid for travel beginning on or after 1 July 2009.

b. Travel Day. The \$3.50 IE rate does not apply on any day the employee is traveling.

D. Combatant Command (COCOM), Joint Task Force (JTF) AOR, and Schoolhouse Training (Formal Courses of Instruction)

1. Authority. The schoolhouse/COCOM/JTF commander:

a. Determines the appropriate meal rate (GMR, PMR or locality meal rate based on GOV'T dining facility/mess availability) regardless of what the AO puts in the TDY order, to the contrary.

b. May only specify the GMR for a day when all 3 meals are available.

c. May only specify the PMR when at least one meal a day is available.

2. Meal Rate Information. Information about the course that provides the appropriate meal rate:
 - a. Should be documented in the order, including the source of the information, and
 - b. That is not available prior to order issuance must be provided to the traveler, by the commander/designee, upon arrival and submitted with the travel voucher.
3. GOV'T Dining Facility/Mess. A GOV'T dining facility/mess is:
 - a. Available only if GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess has made the dining facility/mess available to the traveler.
 - b. *Not available* on an interim travel day, except when traveling within the AOR IAW par. C4605-B1c.
4. GOV'T QTRS. GOV'T QTRS use may not be directed for a civilian employee (par. C1055-A).

C4205 DEDUCTIBLE MEALS

A. PMR Application

1. The PMR in pars. C4200-B3 and C4200-C3 applies on any day (except travel days to and from the PDS) when one or two deductible meals are provided.
2. The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem).
3. A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.
4. See APP R2, par. J for PMR computation examples.

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

1. Made available pursuant to an agreement between the GOV'T and any organization, if the order indicates the facility providing the meal(s) is available;
2. Included in a GOV'T paid registration fee;
3. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
4. Furnished by the GOV'T at no cost to a traveler;
5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
6. Provided by a lodging establishment when meal(s) are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).

C. Negotiated Lodging Rate. A negotiated lodging rate:

1. Should fall within the locality lodging rate, or if declared (APP R), within the conference lodging rate.
2. That exceeds the locality/conference lodging rate, should be covered by an AEA lodging rate that includes meal(s).

D. Light Refreshments. 'Light refreshments' (including a continental breakfast):

1. Constitute a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast 0600-0800).
2. Served during a break (not at a meal time) do not constitute a deductible meal.

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

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

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

C4210 NON DEDUCTIBLE MEALS

A. Non Deductible Meal. The following is not a deductible meal:

1. Box/'bagged' meal from a GOV'T dining facility/mess, (e.g., C Rations, K Rations, MREs) except when the GOV'T dining facility/mess box/'bagged' meal is the *only method* of providing an adequate meal to a member. **NOTE: See par. C4605 for a traveler on TDY within a COCOM or JTF AOR.**,
2. In flight meal,
3. Rations furnished by the GOV'T on military aircraft,
- *4. GOV'T meal consumed in a GOV'T dining facility/mess,
5. Meal furnished on a commercial aircraft,
6. Meal provided by a private individual, or
7. A no cost complimentary meal provided by a lodging establishment (i.e., the lodging cost is \$75 with *or* without breakfast).

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

C. Limitations

1. An organization may not provide a GOV'T meal in a GOV'T dining facility/mess at no charge to a TDY employee and order it used as a deductible meal for per diem.
2. A GOV'T dining facility/mess is available only when GOV'T QTRS on the U.S. INSTALLATION where the employee is TDY are available and the command controlling the GOV'T dining facility/mess on that U.S. INSTALLATION has made the GOV'T dining facility/mess available to the traveler. See par. C4200.
3. DoDFMR Vol. 12, Ch 19 prohibits Federal civilian employees from eating in appropriated fund dining facilities without charge.

C4215 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4205-B5 and C4205-B6 when a charge for meals is added to the lodging cost. See [CBCA-1900-TRAV, 3 MAY 2010](#).

C4220 LODGING AND MEALS PROVIDED WITHOUT COST

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

1. CONUS: \$5 IE; or
2. OCONUS:
 - a. The OCONUS locality [IE, or](#)
 - b. \$3.50 IE, if the AO determines it to be adequate for anticipated expenses. *The OCONUS IE of \$3.50 must be stated in the order.*

B. Maximum Per Diem. Whatever is spent for meals and lodging furnished without expense to the traveler, when combined with the applicable IE, must not exceed the applicable maximum [per diem rate](#). See par. C4090-E for per diem when TDY is performed in support of a field training exercise with a military unit.

C4230 OCCASIONAL MEALS AND/OR LODGING

A. General. An employee may incur expenses for occasional meals and/or lodgings when lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours.

B. Authorization/Approval. The AO may authorize/approve:

1. The actual amount paid up to the [PMR](#) (no IE) in par. C4200-B3 and C4200-C3 for meals, and/or
2. [Lodging](#) up to the maximum lodging per diem rate,

when the traveler is required to purchase these items and per diem is not authorized.

C. AEA. See Ch 4, Part C if the lodging/meal costs exceed the [maximum rates](#).

CHAPTER 4: TDY

PART G: POC TRAVEL

C4700 AUTHORIZATION/APPROVAL

POC use for TDY travel should be authorized/approved if it is:

1. Acceptable to the traveler, and
2. To the GOV'T's advantage.

C4705 GENERAL

1. *POC travel may not be directed*; but is permitted:
 - a. In the GOV'T's interest, or
 - b. For the traveler's convenience.
2. POC use is encouraged when it is to the GOV'T's advantage.
3. POC use is authorized in the travel order with the appropriate TDY mileage rate (par. C2600).
4. POC use not authorized in advance of travel may be approved, by the AO in a travel order amendment, after travel. See APP I2 for travel order policy and procedures.
5. Reimbursement is authorized for parking fees, ferry fares, road, bridge, and tunnel tolls over the most direct route between the official stations involved (see APP G).
6. TDY mileage is based on the DTOD distance between authorized points (DoD Services) or from appropriate distance sources (non DoD Services).
7. Leave is IAW personnel regulations for duty hours missed as a result of POC travel.
8. This Part does not apply to POC use instead of a GOV (B-183480, 4 September 1975).
9. The per diem rate authorized in the travel order is used for computing per diem.

C4710 TRAVELER ELECTS TO USE A POC

- A. General. A traveler may not be prohibited from using a POC on official travel (FTR §301-70.105).
- B. POC Use Is to the GOV'T's Advantage
 1. Per diem/AEA is authorized for allowable travel time (par. C3025-C).
 2. Reimbursement for the official distance is computed at the authorized TDY mileage rate (par. C2600).

*C. POC Use Is *Not* to the GOV'T's Advantage. If a traveler elects to use a POC instead of the authorized transportation mode (other than GOV), reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and the transportation cost the GOV'T would have incurred if travel was performed by the authorized transportation mode. *No other costs are added to the computation.*

***Example:** A traveler is authorized air transportation from Washington, DC, to Orlando, FL, at a cost to the GOV'T of \$500 for the air transportation only. The traveler elects to use a POC to perform travel to the TDY site. The traveler is limited to a maximum of \$500 for transportation costs. Any other costs that MAY HAVE BEEN associated with the use of the authorized air transportation have no bearing on the cost construction of the reimbursable transportation costs.

C4715 800 MILES ROUND TRIP POLICY

A. General. PDTATAC has determined that POC use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles of the PDS (round trip) as determined from the DTOD (for DoD) or from appropriate distance sources (non DoD Services).

B. Authorization. POC use for TDY travel of 800 miles or less round trip (400 miles one way) may be authorized at the Command's discretion.

C. Cost Comparison. There is no requirement for any cost comparison.

D. Limitation. This policy is only for the use of an automobile or a motorcycle.

C4725 PERSONNEL TRAVELING TOGETHER

A. General. A TDY traveler is not required to travel as a passenger in another TDY traveler's POC ([53 Comp. Gen. 67 \(1973\)](#)). Transportation of other TDY travelers is strictly voluntary on the part of the POC owner/operator and potential passenger(s). ([FTR §301-10.307](#)).

B. Traveler Responsible for Paying POC Operating Expenses. The traveler responsible for POC operating expenses (ordinarily the POC operator/owner) is authorized TDY mileage for the official distance (par. C2600).

C. Traveler Not Responsible for Paying POC Operating Expenses. A traveler not responsible for POC operating expenses (ordinarily a passenger), is *not* authorized TDY mileage.

D. Extra Mileage to Transport Official Traveler(s)

1. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for POC operating expenses is authorized reimbursement for any additional distance involved for picking up/dropping off other travelers at home.

2. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

E. Passenger (GOV'T or Non GOV'T Official Traveler) Contributes to Operating Expenses. A deduction cannot be made from TDY mileage payable to the official traveler authorized reimbursement because another passenger (GOV'T or non GOV'T traveler) contributes to paying operating expenses.

C4730 PER DIEM

A. POC Use Is to the GOV'T's Advantage. Per diem/AEA is authorized for the allowable official travel time computed IAW par. C3025-C.

B. POC Use Is *Not* to the GOV'T's Advantage. Per diem is computed by comparing the total per diem payable for the:

1. Travel performed, and
2. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

C4735 CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION

*A. General. The GOV'T's constructed transportation cost is computed solely on fares/charges for the POLICY CONSTRUCTED AIRFARE (APP A) between authorized points. See par. C4710-C.

B. Constructed Cost Comparison by Airplane

1. Coach accommodations (par. C3500) on a commercial air carrier are used as the basis for constructed cost.

*2. The GOV'T's constructed transportation cost is computed solely on fares/charges for the POLICY CONSTRUCTED AIRFARE (APP A) (often contract city pair airfare, par. C3045-D3). See par. C4710-C.

3. Economy/coach accommodations (including city pair airfares) are presumed available from a carrier when economy/coach is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

*4. Air transportation constructed costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used. See par. C4710-C.

C. Constructed Cost Comparison by Train

*1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited solely to the constructed cost of coach train accommodations for the travel performed. See par. C4710-C.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (pars. C2415 and C2420) only when extra fare service has been authorized as being to the GOV'T's advantage.

*D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited solely to the bus transportation cost. See par. C4710-C.

E. POC Transportation. The constructed POC transportation cost includes transportation expenses for:

1. The traveler claiming mileage, and
2. A traveler(s) performing official travel as a passenger in the same conveyance.

F. Reimbursement. TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

C4740 ACTUAL EXPENSE REIMBURSEMENT

A. Authorization/Approval. *When it is to the GOV'T's advantage*, the AO may authorize/approve actual travel cost (mileage for the official distance, plus per diem, plus transportation when:

1. Requested by the traveler,
2. Justified and documented in unusual circumstances, and
3. POC mileage reimbursement would be a financial hardship for the traveler ([Comp. Gen. B-185733, 1 September 1976](#)).

B. Limitations. Actual expense reimbursement must be limited to:

1. Automobile/Motorcycle. Fuel; oil; parking; ferry fares; road, bridge, and tunnel tolls; winter plug ins; and 'trip insurance' for travel in foreign countries. See APP G.
2. Aircraft. Fuel, oil, parking fees, tie down fees and hangar fees.
3. Boat. Fuel, oil, and docking fees.

C. Non Reimbursable Expenses. Expenses incurred for operator hire/subsistence, or periodic maintenance, must not be reimbursed.

C4745 POC REPAIR

Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC travel. A traveler may submit a claim for these expenses using Service procedures and the Personnel Claims Act ([31 USC §3721](#)).

C4750 PRIVATELY OWNED AIRCRAFT OTHER THAN AN AIRPLANE (E.G., HELICOPTER)

A. General. When a privately owned aircraft, other than an airplane (e.g., helicopter), is used the actual operation cost, rather than TDY mileage, is paid.

B. Expense Reimbursement

1. Reimbursable Expenses: Fuel, oil, aircraft parking, landing, and tie down fees.
2. Non Reimbursable Expenses: Charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar expenses.

C4755 PRIVATELY OWNED BOAT

When a privately owned boat is used, the actual operation cost, rather than TDY mileage, is paid. Reimbursable expenses include fuel, oil and docking fees.

C4760 TRAVEL TIME

A. POC Use Is to the GOV'T's Advantage. Necessary travel time is allowed.

B. POC Use Is *Not* to the GOV'T's Advantage. Constructed common carrier scheduled travel time is used in computing per diem.

C4765 MIXED MODE TRANSPORTATION

A. General. A traveler who travels partly by POC and partly by common carrier is authorized:

- *1. TDY mileage for the distance traveled by POC,
- *2. The transportation cost, and
3. Per diem for actual travel.

B. Reimbursement

1. POC Use Is to the GOV'T's Advantage. Reimbursement is NTE TDY mileage for the official distance, plus per diem.
- *2. POC Use Is *Not* to the GOV'T's Advantage. Reimbursement is NTE the cost of constructed transportation and per diem. See par. C4710-C.

C4775 GOV'T ADVANTAGE DETERMINATION

A. General. POC use:

1. Is authorized when to the GOV'T's advantage.
2. Is to the GOV'T's advantage when the AO determines that common carrier, GOV'T contract rental automobile, or GOV'T furnished transportation is not available or its use is not to the GOV'T's advantage.
3. Authorization (see APP A) is ordinarily made in advance of travel.

B. Considerations. GOV'T advantage determination is based on the following:

1. Mission requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;
4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC;
6. The productive time lost for the additional travel time;
7. POC use more efficient, economical, or results in a more expeditiously accomplished mission;
8. No practicable commercial transportation; and/or
9. Common carrier use would be so time consuming that it would delay the mission.

C. Example. The purpose of a TDY is to pack up and move material/files/etc., from the TDY location to the PDS. To accomplish this, the traveler must drive to move the material. It does not matter if the plane ticket is less expensive than driving since the purpose of the trip is to move the material. To accomplish the mission the traveler must drive and POC is therefore advantageous.

C4780 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. Round Trip Expenses Incurred for Drop Off and/or Pick Up at a Transportation Terminal

1. When a POC is driven round trip to drop off and/or pick up a traveler at a transportation terminal, the traveler paying POC operating expenses is:

- a. Paid TDY mileage for the round trip(s) distance, and
- b. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

2. If a member of the traveler's family drives the traveler to and/or from the transportation terminal, it is presumed that the traveler incurs the expense.

B. Expenses Incurred for Two One Way Trips to and from a Transportation Terminal. When a POC is used for one way travel from the:

1. Residence/PDS to a transportation terminal to begin a TDY trip, and then
2. Transportation terminal to the residence/PDS when the TDY is completed,

the traveler responsible for incurring the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls, for the most direct route.

*C. Transportation Terminal Parking Fees. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares, including allowable tips.

D. TDY Departure from/Return to the PDS. On a TDY trip requiring at least one night's lodging, when a traveler drives a POC from the:

1. Residence to the PDS on the departure day, and/or
2. PDS to the residence on the return day,

the traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route to and/or from the residence.

E. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.
3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one way taxicab fares, including allowable tips.*

C4785 POC USE BETWEEN RESIDENCE AND TDY STATION

Round trip POC travel may be authorized/approved, as being to the GOV'T's advantage, between the residence and TDY location without requiring the traveler to first report to the regular duty place. When POC travel from the residence is authorized/approved, the traveler is reimbursed for the distance traveled between the residence and the TDY station.

C4790 POC USE IN AND AROUND PDS OR TDY STATION

For allowances when a POC is used within or around a TDY station, see Ch 2, Part L.

C4795 GOV AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T

A. General. When a GOV is available and its use is advantageous to the GOV'T, but the traveler uses a POC, the traveler is reimbursed at the "Other Mileage Rate" in par. C2600.

B. Exception. If the AO determines that GOV use would be more expensive, due to unusual circumstances, the traveler may be authorized reimbursement NTE the mileage rate for POC use (airplane, automobile, or motorcycle as appropriate) in par. C2600. FTR [§301-10.310](#).

C. GOV Makes the Trip. When a traveler is directed to use a GOV as a passenger or as a driver, with one or more other travelers, but instead uses a POC, mileage reimbursement is not authorized if the GOV made the trip without the traveler.

D. Reimbursable Expenses. See POC Use on TDY, in APP G for reimbursable expenses when a POC is used on official travel.

C4797 POC MILEAGE EXPENSES

A. Reimbursable Expenses. See APP G.

B. Non Reimbursable Expenses. A traveler who is paid TDY mileage may not be reimbursed for fuel, oil, winter plug ins, and trip insurance for travel in foreign countries.

C. POC Repairs

1. *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.*

2. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act ([31 USC §3721](#)).

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PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the GOV'T's interest from one PDS to another without a BREAK IN SERVICE (APP A definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from GOV'T service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD COMPONENT (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. C5080-C.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the GOV'T's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
 - a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
 - b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.
2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.
3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the GOV'T's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*** For duplicate payments, see pars. C5310-E3 and C5358.

D. Travel Order Issuance. See APP I for travel order issuance.

E. Funding Responsibility. See par. C5030.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the GOV'T's Interest

1. General. Travel and transportation allowances are payable when it is in the GOV'T's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between GOV'T agencies. ***There must be no break in GOV'T service when making the PCS unless the employee was separated from GOV'T service because of RIF/transfer of function.***

2. DoD COMPONENT Responsibility. It is each DoD COMPONENT's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized IAW APP I, Part 1, par. A, PCS allowances must be paid (par. C5070) to an employee transferred from one PDS to another for permanent duty if the transfer is in the GOV'T's interest. Guidelines for making a determination of "GOV'T's interest" are:

1. Management Directed. If a DoD COMPONENT recruits/requests an employee to transfer (i.e., RIF, transfer of function, DoD COMPONENT career development program, or DoD COMPONENT directed placement); the transfer is in the GOV'T's interest.

2. PCS Moves Not in the GOV'T's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the GOV'T's interest, and that the GOV'T does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD COMPONENT recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the GOV'T's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

c. Payment/Nonpayment Determination

(1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.

(2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.

(3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- (1) Or re-employed former employee affected by RIF or transfer of functions (par. C5080-C),
- (2) ICW a DoD COMPONENT-directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.

b. AO Certification. A transfer within the DoD, at GOV'T expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

- (1) The proposed transfer is in the GOV'T's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

C5008 PCS COUNSELING

Effective date of transfer of 1 August 2011 or later.

Each DoD COMPONENT must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. should be offered as early as possible during the PCS process;
2. may be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. assists an employee in making more informed decisions;
4. allows an employee to play a more active role in the PCS;
5. educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. may be provided by either the DoD COMPONENT or contractors.

C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/ MOVEMENTS

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does *not* include eligibility for:
 - a. Emergency evacuation, or
 - b. A former employee separated by RIF or function transfer and restored to duty, and
3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the GOV'T's interest.

TABLE 1 - ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>Note 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

TABLE 1 - ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
PCS Between OCONUS PDSs <i>NOTES 1 & 10</i>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <i>NOTE 2</i> Advance	Yes No Advance	No <i>NOTE 3</i> No Advance	Yes <i>NOTE 4</i> Advance	Yes <i>NOTE 7</i>
RAT Round-Trip Between Overseas Tours Of Duty For Leave Purposes When Return Is To Same PDS Or Another In Same Locality	Yes	Yes No advance	Yes No Advance	No	No	No	No	No	No	<i>NOTE 6</i>

FOOTNOTES:

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4630 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the GOV'T's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. C5750-D).

4 -- Advance allowed if not shipped via a GOV'T-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

6 -- Allowed only for teachers employed in DoDEA applicable between school years.

7 -- The GOV'T must arrange the NTS.

8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1260.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
Column 1 - Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i> ¹	Column 2 - Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i>
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5125-B) (FTR, Part 302-4). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR, Ch 5 Part D) (FTR, Part 302-8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10.2)². 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9)³.

¹ **Note to Column 1 heading:** A DoD COMPONENT has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD COMPONENT elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in JTR. JTR, Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

² **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

³ **Note to Column 2, Item 1:** POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (JTR, par. C5212).

TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
<p>Column 1—Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee’s first PDS.</i>¹</p>	<p>Column 2—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee’s first PDS.</i></p>
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) JTR, Ch 5 Part A) (<u>FTR, Part 302-4</u>). 2. Per diem employee only (JTR, par. C5125-B) (<u>FTR, Part 302-4</u>). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (<u>DSSR, Sec. 241.2</u>). DSSR available at: http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (<u>GOV’T Civilians - Foreign Areas, Sec. 120</u>). 3. FTA (Subsistence Expense), (<u>DSSR Sec. 242.3</u>) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

¹ **Note to Column 1 heading:**

- (a) TQSE in Ch 5, Part H is *not* authorized for new appointee movement to the first PDS.
- (b) The MEA in Ch 5, Part G is *not* authorized for a new appointee to the first PDS.
- (c) Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (JTR, Ch 5, Part Q) (FTR, Part 302-12).
- (d) The RIT allowance is *not* authorized for a new appointee assigned to first PDS (JTR, Ch 5, Part N) (FTR, Part 302-17).

TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS	
<p>Column 1—Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i></p>	<p>Column 2—Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i></p>
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>). 2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>). 3. Sell & buy residence transactions or lease termination expenses (JTR, Ch 5, Part P) (<u>FTR, Part 302-11</u>). 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>). 5. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>).¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (<u>FTR, Part 302-10</u>). 7. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>). 	<ol style="list-style-type: none"> 1. HHT - per diem, & transportation, employee & spouse only (JTR, Ch 5, Part M) (<u>FTR, Part 302-5</u>). 2. TQSE (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>). 3. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>). 4. Relocation service company use (JTR, Ch 5, Part P) (<u>FTR, Part 302-12</u>). 5. Property management service use (JTR, Ch 5, Part Q) (<u>FTR, Part 302-15</u>). 6. Home marketing incentive (JTR, Ch 5, Part Q) (<u>FTR, Part 302-14</u>).

¹ **Note to Column 1, Item 5:** Only when assigned to a designated CONUS isolated official station.

TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS	
Column 1 —Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	Column 2 —Relocation allowances that a DoD COMPONENT has discretionary authority to pay or not pay <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>). 2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>). 5. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>)¹. 	<ol style="list-style-type: none"> 1. TQSE under JTR, Ch 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion (<u>DSSR, Sec. 242.3</u>) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA (<u>DSSR, Sec. 120</u>) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>). 5. Property management service may be authorized for an employee who qualifies under JTR, Ch 5, Part Q (<u>FTR, Part 302-15</u>). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (<u>FTR, Part 302-12</u>). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (<u>FTR, Part 302-14</u>).

¹ **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1 —Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>). 2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Ch 5, Part P) (<u>FTR, Part 302-11</u>)¹. 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (JTR, par. C5195-A) (<u>FTR, Part 302-8</u>). 6. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>). 2. TQSE (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under <u>DSSR Sec. 120</u> may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.¹

¹ **Note to Column 1, item 3:** Allowed when the old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the GOV'T's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1 —Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 3. MEA (JTR, Ch 5, Part G) (FTR, Part 302-16). 4. NTS (extended storage) of HHG (JTR, par. C5195-A) (FTR, Part 302-8). 5. RIT (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 2. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302-15). 3. TQSE if new PDS is in the U.S. (JTR, Ch 5, Part H) (FTR, Part 302-6)¹.

¹ **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL
(JTR, Ch 5, Part K) (FTR, Part 302-3.209)

Column 1 —Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302-4). 	<ol style="list-style-type: none"> 1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

TABLE 9. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION

Column 1 —Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5085) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).

TABLE 10. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION
(JTR, par. C5090) (FTR, §302-3.304)

Column 1 —Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for the employee only (JTR, Ch 5, Part B) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302-10). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).

TABLE 11. TEMPORARY CHANGE OF STATION (TCS) (JTR, Ch 5, Part O) (FTR, §302-3.400)	
Column 1 —Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Ch 5, Part O) (FTR, Part 302-4). 2. MEA (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302-10). 5. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. HHT expenses (JTR, Ch 5, Part M) (FTR, Part 302-5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6). 3. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302-15).

TABLE 12. ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109) ¹ (JTR, par. C4630)
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. Ch 4, Part D) (FTR, Part 302-4). 2. Per diem for the employee (JTR, Ch 4, Part D) (FTR, Part 302-4). 3. Movement of HHG & SIT (JTR, Ch 5, Part D) (FTR, Part 302-7).

¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

C5015 REASSIGNMENT/TRANSFER ADVANCE NOTICE

The permanent duty reassignment/transfer of any employee from one PDS or DoD COMPONENT to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare. See par. C5080-F for short distance moves. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A reasonable advance notice period should not be less than 30 days except when:

1. The employee and both the losing/gaining agencies agree on a shorter period;
2. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
3. There are emergency circumstances.

C5020 PCS ORDER (FTR §302-2.102, §302-2.103, §302- 2.104). When GOV'T-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD COMPONENT regulations (par. C5100-A),
2. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written order has been received,
3. The order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

C5025 PCS REIMBURSEMENT PROVISIONS

1. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:
 - a. Successive changes to these regulations governing PCS allowances, and
 - b. The extended period of time that an employee retains eligibility for certain allowances. See par. C5035.
2. The regulations in effect on the appointee's/employee's appointment/transfer effective date (APP A) apply for payment/reimbursement purposes.

C5030 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave. A new appointee is in a duty status while traveling to the first PDS.

***NOTE 1:** For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#) Permanent Change of Duty Station (PCS).*

***NOTE 2:** APP A for definitions of "Different (or Separate) Departments and Agencies," "DoD COMPONENT," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).*

B. Movement between Different Departments and Agencies or DoD COMPONENTS (FTR §302-2.105)

***NOTE:** This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD COMPONENTS, to or from non-DoD agencies.*

1. General. Except as provided in pars. C5030-B2 and C5030-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD COMPONENT IAW par. C5005.
2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.
3. Movement under the DoD Priority Placement Program (PPP). Necessary PCS costs for movement under the PPP to a different DoD COMPONENT when a RIF/transfer of function is involved are funded as indicated in par. C5030-B2. When a RIF/transfer of function is not involved, and an employee is returning to the U.S. through the PPP from an assignment in a foreign area, the gaining activity pays TQSE and MEA, while other necessary costs associated with a PCS are paid by the losing activity.

C. Movement within the Same DoD COMPONENT

1. General. Except as indicated in pars. C5030-C2 through C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.
2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.
3. BRAC. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity NTE the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the MEA, real estate allowances (if the employee is eligible), and at its discretion for a HHT (if the employee is eligible) and TQSE for an:
 - a. Employee who completes the prescribed tour of duty under the current service agreement;
 - b. Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD COMPONENT;
 - c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
 - d. Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. C5030-C2 applies.
5. From an OCONUS Activity to an Activity of the Same DoD COMPONENT in Hawai'i. Pars. C5030-C2 through C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD COMPONENT.
6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs when an employee fails to satisfactorily complete a probationary period.
7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP). When a RIF/TOF is not involved, necessary costs for employees returning through the PPP from assignments in foreign areas within the same DoD COMPONENT must be paid by the losing activity, except for TQSE and MEA, which must be paid by the gaining activity.

D. RAT

NOTE: APP A for "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.
2. Return to a Different OCONUS PDS. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD COMPONENT, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD COMPONENT must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DoDEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee:

a. Who:

- (1) Returns to the U.S. under a renewal agreement, and
- (2) Arranges a move to a PDS in the U.S. while on leave,

b. Is authorized:

- (1) Reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence indicated in the OCONUS service agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost to the actual residence.
- (2) If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.
- (3) Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the order to provide for return from the losing activity to the actual residence for separation.
- (4) The travel and transportation expenses are funded as provided in par. C5030-E.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence, or an alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in GOV'T service in a different department/agency in the actual residence geographical locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

a. When an employee under an agreement:

- (1) Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) After arrival at the destination is employed by another DoD COMPONENT without a break in service,

b. The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence. For the conditions and limitations regarding payment by the gaining DoD COMPONENT when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the

employee is or becomes eligible for separation travel and transportation allowances.

C5035 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

A. General. All travel between the authorized points (PDSs, etc.) contained within the official order, including that for a dependent, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. The employee may request an extension of travel and transportation allowances. The DoD COMPONENT may grant the requested extension when in the GOV'T's interest IAW par. C5035-C. This authority cannot be used ICW or anticipation of a future order and has a finite limit (par. C5035-C) in terms of total time.

B. Employee Married to Employee/Member. An employee, married to an employee/a uniformed member or an employee whose domestic partner is an employee/a uniformed member when each is traveling under a separate order between PDSs, upon request may be authorized/have approved an extension by the DoD COMPONENT when in the GOV'T's interest. See pars. C1030 and C2000 for restrictions.

*C. Time Limits. Allowable travel and transportation must be completed within 1 year from the employee's transfer or appointment effective date, except that the 1-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. Is extended (when determined to be in the GOV'T's interest by the DoD COMPONENT) for up to an additional 1 year when the original 1-year time limitation for residence transaction completion is extended under par. C5750-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

D. Restrictions. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD COMPONENT as being in the GOV'T's interest. Following are examples of reasons that do not justify authorizing/approving an extension: (a) delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and (b) residence construction/ renovation delays at the new PDS.

C5040 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD COMPONENT concerned; and
3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

B. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). *An advance is not authorized for non-temporary (extended) storage of HHG.*

C. Temporary Quarters Subsistence Expenses(TQSE) (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD COMPONENT may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(LS).

D. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). *An advance is not paid for expenses incurred ICW residence transactions.*

E. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

SECTION 2: PCS TRANSFERS

C5105 TRANSFER TO AND WITHIN CONUS

A. When Authorized

1. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.
2. Ch 5, Part M for spouse house-hunting trip incident to an employee's transfer.
3. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

B. Origin and Destination

1. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. Reimbursement may not exceed the GOV'T's costs over a usually traveled route between the old and new PDSs.
4. Travel to a first PDS may not exceed the GOV'T's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

C. Transportation Mode and Routing. Ch 2 for authorized transportation mode and routing for dependent travel. A dependent, traveling by POC, may travel with the employee or independently.

D. Expenses Authorized. Commercial transportation costs not covered by GOV'T-procured transportation and MALT are authorized, subject to the conditions and limitations for travelers in Ch 2. Expenses listed in APP G are reimbursable.

E. Travel Order. The travel order for an employee's transfer must include dependent transportation authority.

*F. Time Limitation (*Exceptions in par. C5035*). Dependent travel to a new PDS to establish residence there:

- *1. Must be completed within 1 year from the effective date of transfer (APP A) , and
2. Should begin at the earliest practicable date.

C5110 TRANSFER TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized ICW:

1. A current employee's PCS,
2. The initial appointment of certain employees, and
3. RAT.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS

- (1) When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both.
- (2) The travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. See par. C6005-C, par C6010-C or Ch 5, Part R for exceptions.
- (3) The GOV'T's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
- (4) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in GOV'T/GOV'T-controlled QTRS or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the QTRS before dependent travel to an OCONUS PDS is authorized.
- (5) For mandatory QTRS vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

b. Between OCONUS PDSs. When an employee is:

- (1) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
- (2) Authorized travel to the actual residence the dependent may return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

b. OCONUS Recruitment. When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement. Upon initial appointment, when a recruited person:

- a. Meets the conditions in par. C5566, and
- b. Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.

4. Renewal Agreement Execution to Serve an Additional OCONUS Tour

- a. An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
- b. Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 5, Part R for exceptions.
- c. An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel

1. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.
2. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.
3. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.
4. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.
- *5. The procedures in [AR 55-46](#) ICW the priority system must be followed for an Army employee.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any appropriate mode specified in Ch 2.

E. Expenses Authorized. Commercial transportation costs not covered by GOV'T-procured transportation and MALT are authorized, subject to the conditions and limitations for travelers in Ch 2. APP G reimbursable expenses are reimbursed.

F. Travel Authority. Authority for dependent's travel must be included in:

1. The employee's travel order,
2. An amended travel order, or
3. A supplemental travel order issued IAW par. C5110-C.

G. Time Limit

1. General

a. Travel should be completed at the earliest practicable date.

*b. Dependent travel must be completed within 1 year from the effective date of transfer (APP A).

c. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.

d. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.

e. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.

f. The 1-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the GOV'T's best interest. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C5110-G2.

4. Locally Hired Employee. The time limit in par. C5110-G2 applies to dependent travel of any employee hired locally who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

C5115 TRAVEL FROM AN OCONUS AREA

A. General

1. Authority for dependent(s) travel from OCONUS at GOV'T expense is determined by:

a. An employee's transportation eligibility, or

b. The appropriate OCONUS command when the GOV'T's best interest is served by the dependent(s) early return. See par. C5450 for dependent early return.

2. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for GOV'T-funded travel.

3. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must *not* be authorized.

4. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at GOV'T expense as the employee's dependent.

5. A former dependent's travel is authorized when the employee:
 - a. Is assigned to a U.S. PDS;
 - b. Travels to the actual residence in the U.S. for separation; or
 - c. Travels to the U.S. pursuant to renewal agreement.

See pars. C5115-C, C5115-D1a, C5115-D2, and C5545.

6. Return to the U.S. may be authorized at GOV'T expense for the early return of a dependent(s) (other than for compassionate reasons) IAW par. C5450.
7. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
8. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in par. C5450.

B. When Authorized. Dependent travel may be authorized ICW:

1. A PCS, or
2. Return for separation.

See par. C5115-C.

C. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

- a. For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:
 - (1) At the employee's OCONUS PDS,
 - (2) A place other than the OCONUS PDS, or
 - (3) Partially at both.
2. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.
3. The GOV'T's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

4. Return of an Employee for Separation

- a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T.
 - (1) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the GOV'T, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
 - (2) Travel costs to an alternate destination anywhere in the world may be allowed.

(3) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility ([63 Comp. Gen. 281 \(1984\)](#)).

(4) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the GOV'T. See par. C5115-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the GOV'T

(1) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the GOV'T.

(2) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

D. Evacuation. See Ch 6 for dependent travel incident to an authorized/ordered evacuation.

E. Transportation Routing and Mode. See Ch 2 for authorized routing and modes of dependent transportation.

F. Reimbursable Expenses. See APP G - PCS column - for authorized reimbursable expenses ICW dependent travel from an OCONUS area.

G. Travel Authority. Dependent travel authority must be included in the travel order issued for the employee, except in situations when a separate travel order is required for dependent early return to the actual residence (par. C5450) or evacuation for movement (Ch 6).

H. Time Limitations

1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the employee's PCS or return for separation effective date. If practicable, a dependent should travel with the employee, or as soon as appropriate transportation is available.

*2. PDS Reassignment. Dependent travel must be completed within 1 year from the effective date of transfer (APP A) to a new PDS, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. Return for Separation

a. When an employee returns for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

b. The employee must submit a written request for delayed travel.

c. Costs for unauthorized delays are the employee's personal financial responsibility.

See par. C5085-C.

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION ([FTR §302-7](#))

SECTION 1: GENERAL

C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A -- HHG transportation).

C5152 ELIGIBILITY

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits ([FTR §302-3.304](#));
5. An employee authorized a TCS.

C5154 BASIC ALLOWANCES

A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS to which HHG transportation is limited;
 - (c) OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or
 - (d) TCS (par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.
4. NTS of HHG is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee. See par. C2304 for baggage allowances. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials. See par. C5154-F2 when the employee is financially responsible for HHG transportation expenses.

Transportation of HHG and PBP&E (§302-7.6)	
<u>Category of Employee</u>	<u>Authorized Origin/Destination</u>
(a) Employee transferred between official stations.	An allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment, is used for the packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) New appointee.	From place of actual residence to new official station (including to location of extended storage when authorized).
(c) Employee returning from outside CONUS assignment for separation from GOV'T service.	Last official station and extended storage location, when authorized, to place of actual residence.
(d) Employee authorized separation travel at GOV'T expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), NTE the constructed transportation cost from the official station and extended storage location (respectively) to the actual residence.
(e) SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.

NOTE: Under no circumstances may the GOV'T pay any expenses associated with excess weight.

C. Professional Books, Papers, and Equipment (PBP&E) (APP A)

1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 ([FTR §302-7.4](#)). ***A POV may not be shipped as PBP&E per [FTR §302-9.302](#).***

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

- a. Before shipment occurs, an itemized PBP&E inventory must be provided for review by an official designated by the authorizing/order-issuing command.
- b. Appropriate evidence (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.
- c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. [CBCA 1517-RELO, 23 December 2009](#).

3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:
 - a. The transportation cost is not chargeable to travel and transportation expenses appropriations.
 - b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) ([FTR §302-7.13](#)).
 - c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).
 - d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.
 - e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense ([FTR §302-7.18](#)). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.

4. Administratively Restricted HHG Weight

- a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C3.
- b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. Example: The typical administratively limited weight allowance is 4,500 lbs net weight. The employee has 1,000 lbs. of PBP&E. The PBP&E is shipped in addition to the 4,500 lbs net weight of HHG.
- c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C3.

D. Additional Consumable Goods ([FTR §300-3.1](#))

1. An employee, assigned to an OCONUS PDS designated in APP F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 lbs. HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS order should show the consumable items authorized weight allowance in APP F.
4. Consumable goods are transported like HHG.

E. Weight Additive Articles ([FTR §302-7.21](#)). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee's 18,000 lbs. net weight allowance. [GSBCA 16131-RELO, 21 July 2003](#). *Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.*

F. HHG Transportation Expenses

1. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

- a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
- b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
- c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
- d. SIT NTE 90 days, as applicable. See par. C5190-B1.

****NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 1-year period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5750-C. In all circumstances, HHG delivery must be completed within the time limitations in par. C5035.***

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG (APP A -- Household Goods);
- d. Transportation in more than one lot (other than a UB shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-C);
- e. Special services requested by the employee, i.e., the cost of increased valuation liability; and,
- f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. [DTR 4500.9-R, Part IV, Ch 401](#).
- g. The relocating employee is financially responsible for reimbursing the GOV'T for all HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at GOV'T expense is a shipment weight of 20,000 pounds gross weight, which includes the 18,000 pounds net weight of the uncrated HHG plus the 2,000 pound allowance for packing materials; or (2) the administrative weight allowance of 5,000 pounds (4,500 pounds net weight plus 500 pounds packing materials weight allowance).

G. HHG Transportation and Storage Documentation ([FTR §302-7.104](#))

1. Form and Voucher Preparation. [DoDFMR, Volume 9](#), for information on submitting travel vouchers and the forms to be used.

2. Documents

- a. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow [DoDFMR](#) procedures regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

- (a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

- (a) Proper weighing facilities are not available at origin/any point en route/destination, or
- (b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.12). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (APP A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

- 1. The shipment originates at the employee's last PDS, actual residence, or another point;
- 2. A shipment originates at the last PDS and the remainder originates at one or more other points;
- 3. The destination is the new PDS or another point; or
- 4. The destinations for the HHG are the new PDS and one or more other points.

NOTE: The total GOV'T expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee with an Employee or Uniformed Service Member Spouse/Domestic Partner. An employee whose spouse/domestic partner is another employee or a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or uniformed member) may also have a PCS order. [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#). JFTR, par. U5012-C for HHG transportation for a uniformed member whose spouse/domestic partner is a civilian employee when both are authorized HHG shipments to the same new PDS.

Example 1. An employee and the employee's uniformed member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs per JFTR, par. U5310. The employee's PCS HHG weight allowance is 18,000 lbs net weight per par. C5154-B. Together they may ship 30,500 lbs net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

Example 2. An employee-married-to-another-employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs net weight per pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. **Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees.** [GSBCA 16608-RELO, 3 August 2005.](#)

K. HHG Transportation between Local Residences

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the GOV'T's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. [B-138678, 22 April 1959](#) and [52 Comp. Gen. 293 \(1972\).](#)

NOTE: SIT is not authorized.

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5170-D.
- d. The net weight limitation of 18,000 lbs (par. C5154-B) and 4,500 lbs (par. C5168) do not apply to this HHG transportation.

SECTION 2: HHG TRANSPORTATION

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

C5160 TRANSPORTATION METHODS ([FTR §302-7.14](#))

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order. *The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.*

B. UB

1. General

- a. UB weight is part of the total authorized HHG weight allowance.
- b. UB is defined in APP A1. UB as noted in [FTR §302-7.300](#) is a UB shipment by air.
- c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

2. Weight Allowance. The UB weight allowance is 350 lbs. net weight for each adult and dependent age 12 or older, and 175 lbs. net weight for each child under age 12 (par. C5170) except that when air transportation of UB is used, par. C5160-B4 or par. C5524 applies. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. C5160-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

- (1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area and as authorized in pars. C5524 and C5526.
- (3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

- (1) Transportation by the lowest overall cost mode cannot provide the required service,
- (2) The employee certifies the UB is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. GOV'T-procured. The GOV'T contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

- a. The HHG transportation authority, and
- b. That the HHG are to be transported by a GOV'T-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee must make the necessary arrangements for the HHG move, and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a GOV'T-arranged move for the same HHG weight (par. C1101 - allowable travel advances).

3. GOV'T-arranged Move Cost. The GOV'T-arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs. net weight)). The OCONUS cost is constructed using the 'Best Value' single factor rate. For details on how 'Best Value' cost is determined, refer to the USTRANSCOM website under DoD Personal Property program (DP3) business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.

D. Commuted Rate (FTR §302-7.100)

1. Applicability. The commuted rate system may be used only for interstate HHG shipments between CONUS PDSs. The commuted rate system is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) for carrier services provided, including:

- a. Transportation,
- b. Packing,
- c. Unpacking,
- d. Crating,
- e. Drayage, and
- f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.

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

4. Where to Get the Commuted Rate Schedule and Rate Tables. Contact GSA (<http://www.gsa.gov/portal/category/21284>).

***NOTE:** The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.*

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and
2. Cost of GOV'T-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the GOV'T pays must:
 - a. Be only for HHG within the employee's authorized HHG weight allowance;
 - b. Not exceed the GOV'T-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when GOV'T-arranged move is available; and
 - c. Be made on U.S. flag carriers, when reasonably available.
2. HHG may not be moved at GOV'T expense when:
 - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no transportation at GOV'T expense authorized by JTR, or
 - *d. Authorized transportation is not completed within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement ([28 Comp. Gen. 95 \(1948\)](#)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. *The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.*
2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS order.
3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies ([GSBCA 15489-RELO, 20 December 2001](#)).
6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS (FTR §302-7.15)		
Method	Advantages	Disadvantages
Commuted Rate	<ol style="list-style-type: none"> 1. The GOV'T is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges. 	<ol style="list-style-type: none"> 1. The GOV'T cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. Commuted rate method does not apply to intrastate moves; and 4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.
Actual Expense	<ol style="list-style-type: none"> 1. The GOV'T may take advantage of special discounts offered. 	<ol style="list-style-type: none"> 1. The GOV'T is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The GOV'T's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. DTR 4500.9-R, Part IV.

C5165 FACTORS AFFECTING HHG TRANSPORTATION

- A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.
- B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.
- C. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the GOV'T, and may not be counted as UB. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. *Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.* The net weight of such shipments is charged against the employee's weight allowance.
- D. Mobile Home Allowances. See Ch 5, Part F.
- E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

*F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee's effective date of transfer under par. C5035, C5080-E, or C5750-C authority IAW Agency/Service regulations. [CBCA 524-RELO dated 21 March 2007](#).

*1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee's report date to the new PDS. Par. C5080-E contains HHG movement delay incident to successive PCS assignments.

2. To and between OCONUS PDSs

- *a. HHG transportation time limitation is 1 year from the employee's report date to the new PDS.
- b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK.***
- c. Par. C5080-E contains HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

- (1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.
 - (2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.
 - (3) Par. C5080-E contains HHG movement delayed because of successive PCS assignments.
- *b. New PDS Reassignment. Under no circumstances can HHG transportation occur later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation authority (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (NTE 1 year) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.

*(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is completed within 1 year from the employee's separation effective date.

*(4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days as applicable under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days as applicable at GOV'T expense cannot be authorized/ approved except as noted in par. C5191.*

G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to [27 USC §122](#) that states:

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

C5167 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the GOV'T's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

Example. An employee with dependents ships 4,000 lbs. net weight of HHG from initial PDS residence and puts the remainder in NTS at GOV'T expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 lbs. net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 lbs. net weight. The packing materials are limited up to 2,000 lbs. for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at GOV'T expense incident to a PCS, separation, or dependent early return (pars. C5115 and C5450).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, par. C5450 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the GOV'T's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) ***GOV'T transportation facilities may not be used ICW the advance HHG transportation.***

c. Employee Returning for Separation

- (1) HHG of an employee returning for separation may be transported at GOV'T expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

- (2) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).
- (3) The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).
- (4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service ([FTR §§302-7.18 and 302-7.403](#); and JTR, par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.
- d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation ([5 USC §5725](#)). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

PART M: HHT (FTR §302-5)

C5600 GENERAL (FTR §302-5.1)

A HHT:

1. Is discretionary. *The AO, not the employee, determines if a HHT is necessary.*
2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse. Employee/spouse may perform separate HHTs to the new PDS at GOV'T expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations. See par. C5606.

NOTE: *A domestic partner is not a spouse and cannot be authorized a HHT (1 USC §7).*

5. May be authorized for an attendant or escort within this Part when Ch 6, Part L or APP E, Part 1, par. A2I apply (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should lower the GOV'T's relocation costs by reducing the time in temporary lodging.

C5602 ELIGIBLE EMPLOYEE (FTR §302-5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);
3. GOV'T/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. C1065).

C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4630 instead of per diem/AEA while at the training location; or
3. Employee's children, GSBCA 16907-RELO, 14 August 2006, <http://www.gsbca.gsa.gov/relo/s1690714.pdf>

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302-5.9)

Separate HHT round trips by the employee and spouse are allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together. The GOV'T's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (APP G). The HHT trip duration including travel time is limited to 10 days. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. C5618). AEA is not authorized for HHT (par. C5624-B).

1. For example, if the GOV'T's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is \$800; and the employee/spouse each performed a separate round trip HHT for a combined total of \$1,200 – the GOV'T overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is borne by the employee.

2. HHT(lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. C5624-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

***C5608 WHEN A HHT MAY BEGIN (FTR §302-5.10)**

When authorized, a HHT may begin after the:

1. Employee signs a service agreement; and
2. DoD COMPONENT establishes, and informs the employee of, the reporting date to the new PDS.

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

- *1. Employee one day before the employee reports to the new PDS, and
2. Spouse:
 - *a. One day before the family begins relocation to the new PDS, or
 - *b. The expiration of the maximum time for completing allowable travel and transportation (see par. C5035).

C5612 HHT AUTHORIZATION (FTR §302-5.5)

After considering par. C5614-A, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is per diem under the 'Lodging Plus' method (par. C5624-B1) or a lump sum (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximum IAW par. C5618);
4. The authorized transportation mode(s) for:
 - a. The HHT to/from the new PDS location; and
 - b. Local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. *The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.* An AO/AO designee must consider pars. C5614-B through C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the GOV'T, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT possibly may be avoided. It might be more advantageous to the GOV'T and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD COMPONENT to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

A HHT is not authorized when the:

1. Employee will be assigned to a GOV'T/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
3. Old and/or new PDS is/are located in a foreign OCONUS area. See APP A.
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302-5.11-12)

A HHT, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. *A funded HHT, including travel time, is NTE 10 calendar days.*

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302-5.14)

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.
2. When the new PDS is less than 250 miles, POC transportation is to the GOV'T's advantage. However, a traveler can't be required to use a POC so the AO may authorize another transportation mode.
3. When the distance to the new PDS is 250 or more miles, common carrier is to the GOV'T's advantage. The AO may authorize/approve POC to the GOV'T's advantage when, *and only when*, a written cost comparison demonstrates POC is cost effective.
4. If POC transportation is to the GOV'T's advantage, the MALT rate in par. C2505 applies.
5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.
6. The employee is authorized transportation expenses (including transportation between carrier terminals).

C5622 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, other public transit systems, DTMO-negotiated car rental agreement (par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. C2505 may be authorized.
2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the 'Lodging Plus' method as in par. C5624-B1.
2. A DoD COMPONENT may, however, offer to pay a lump sum for subsistence expenses. See par. C5624-B2. The following are factors in determining whether or not to offer lump sum reimbursement:
 - a. Administration Ease. Per diem payment under par. C5624-B1 ('Lodging Plus' method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. C5624-B2 is easier to administer because an expense review is not required.
 - b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case-by-case basis. *A single 'generic' decision for all PCS moves is not authorized.*
 - c. Employee Treatment. Consider employee morale and productivity as well as direct costs.

B. Methods. Calculate an employee's subsistence allowance IAW par. C5624-B1 or C5624-B2.

Effective date of transfer of 1 August 2011 or later.

1. 'Lodging Plus' Computation Method. The standard CONUS per diem rate applies, using the computation as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

2. Lump Sum. The amount calculated using par. C5624-B2a or C5624-B2b, as applicable:

- a. The employee and spouse both travel (together or separately), multiply the applicable locality [per diem rate](#) by 6.25, or
- b. If only one person (the employee or the spouse) travels, multiply the applicable locality [per diem rate](#) by 5.

3. Lump Sum Payment

- a. The lump sum determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
- b. Any balance from the determined lump sum not used by the employee for expenses:
 - (1) Belongs to the employee,
 - (2) Is not subject to collection, and
 - (3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150/ \$51).
- b. The single occupancy lodging cost is \$130.
- c. The DoD COMPONENT offers a HHT and the option of either the lump sum option (par. C5624-B2) or the 'Lodging Plus' option (par. C5624-B1).
- d. When the employee elects per diem under the 'Lodging Plus' computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the *single room rate*.

NOTE: The [per diem rates](#) used in the examples below are for illustrative purposes only and may not reflect current rates. See par. C4550-F3 for the current Standard CONUS per diem rate.

2. **Example 1.** The traveler is authorized a 10-day HHT with per diem computed under the ‘Lodging Plus’ computation method. The standard CONUS per diem rate applies. See par. C5624-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

Employee’s Per Diem		
Travel day to Arlington:	$75\% \times \$46 = \$34.50 + \$70$ (single lodging cost) =	\$ 104.50
8 days in the Arlington Area:	$\$70$ (lodging) + $\$46$ (M&IE) = $\$116/\text{day} \times 8$ days =	\$1928.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
Total Per Diem for Employee		\$1,067.00
Spouse’s Per Diem		
Using par. C5125-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	75% x \$1,067.00 (employee’s per diem) =	\$800.25
Total Per Diem Payment		
Employee’s per diem		\$1,067.00
Spouse’s per diem		+ \$800.25
Total Per Diem for Employee and Spouse		\$1,867.25

3. **Example 2.** The employee is authorized a lump sum HHT. See par. C5624-B2a. *No lodging receipt is required.*

Total Lump Sum Subsistence for the Employee and Spouse	$\$201$ (locality rate) $\times 6.25$ (lump sum rate for employee and spouse) =	\$1,256.25
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4. **Example 3.** The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the ‘Lodging Plus’ computation method (par. C5624-B1). Using par. C5125-A, the employee is authorized per diem for the spouse up to the standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.		
Travel day to Arlington:	$\$77$ (lodging) + $\$34.50$ ($75\% \times \$46$) =	\$ 111.50
8 days in the Arlington area:	$\$77 + \$46 = \$123/\text{day} \times 8$ days =	\$984.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
Total Per Diem for Spouse		\$1,130.00

Situation B:		
The employee elects the lump sum HHT (par. C5624-B2b) for the spouse. <i>No lodging receipts are required.</i>		
Total Lump Sum Subsistence for the Spouse	$\$201 \times 5$ (lump sum for one person)=	\$1,005.00

5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the ‘Lodging Plus’ computation method. See par. C5624-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

<u>Employee’s Per Diem</u>		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
5 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 5 days =	\$ 905.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$1,111.50
<u>Spouse’s Per Diem</u>		
Using par. C5125-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
4 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$ 930.50
<u>Total Per Diem Payment</u>		
Employee’s per diem		\$1,111.50
Spouse’s per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		\$2,042.00

C5626 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. ‘Lodging Plus’ Method. An employee paid per diem under par. C5624-B1, using the ‘Lodging Plus’ method must itemize lodging expenses and have lodging receipts. See par. C1310 and DoDFMR 7000.14-R, Volume 9.
2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (APP A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a HHT is authorized under the ‘Lodging Plus’ method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT. The one-way transportation is PCS travel (GSCBA 16339-RELO, 18 February 2004). Under the circumstances in par. C5630 an employee is *not* in a duty status while house-hunting. See DoDI 1400.25, Vol. 630, Para 6.d.(3) about granting an excused absence for PCS purposes.

C5632 HHT ADVANCE (FTR §302–5.16)

1. A HHT expenses advance may be paid if a HHT under the ‘Lodging Plus’ method is offered and elected.
2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the ‘Lodging Plus’ method in par. C5624-B1 for the HHT location and duration.
3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.
4. The lump sum per diem payment under par. C5624-B2 is a *payment*, not an advance.

C5634 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a ‘Lodging Plus’ or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C5372. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,
2. 6-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

B. TQSE(LS). *The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. C5392.*

PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-11)**SECTION 1: GENERAL****C5750 GENERAL**

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

1. Sale of a residence,
2. Settlement of an unexpired lease involving:
 - a. The residence, or
 - b. A lot on which a mobile home used as a residence was located at the old PDS; and/or
3. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. C5750-B.

NOTE: An employee, who elects PM services after the DoD COMPONENT offers them, may later elect to sell the residence per par. C5825-D1 within the applicable time limitation and par. C5810-E provisions. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. C5756-B. This authority does not extend to an employee enrolled in the Home Sale Program.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. A PCS is authorized/approved and, except as in par. C5750-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;
2. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;
- *3. The settlement dates for residential sale (or lease termination) and purchase are within the time limitation in par. C5750-C (***NOTE: See par. C5035 to authorize an extension on the time limitation on residence transactions.***);
4. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify). ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling in which the employee's dependent(s) reside or will reside, but only if the residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned; and***
5. The residence must be located in a CONUS/non-foreign OCONUS area.

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 1 year after the employee's transfer effective date (see APP A).
2. For an employee eligible under par. C5750-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.

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3. The 1-year period begins on the employee's transfer effective date and ends on the first anniversary of that date. For example: If an employee's transfer effective date was 20 October 2011, settlement must occur no later than 20 October 2012.)
4. The 1-year period may be extended for up to an additional year by the funding activity's commanding officer/designee. See par. C5750-C10 for extension limits.
5. The employee should submit a written time extension request to the appropriate authority within the initial 1-year period.
6. Action on a request, submitted more than 30 calendar days after the initial 1-year expiration date, is at the option of the commanding officer of the activity bearing the cost.
7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. ([CBCA 2092-RELO, 13 October 2010](#))
8. Costs for transactions completed after the 2-year period may not be reimbursed. ([CBCA 2793-RELO, 23 August 2012](#); [B-191018, 26 December 1978](#)).
9. The 1-year extension is effective for an employee whose transfer effective date (APP A) is on or after 1 August 2011.
10. *There is no authority to waive the 2-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2.8 and 302-2.11 which have the force and effect of law.* ([CBCA 985-RELO, 21 May 2008](#); [B-245281, 20 February 1992](#); [GSBCA 16889-RELO](#), 2 October 2006 at <http://www.gsbca.gsa.gov/relo/r1688902.txt>; and [GSBCA 16790-RELO](#), 13 February 2006 at <http://www.gsbca.gsa.gov/relo/r1679013.txt>).

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS

1. Definitions. The following definitions apply for the purposes of par. C5750-D:
 - a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
 - b. Foreign Area. APP A.
2. Applicability
 - a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
 - b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. C5080-F for change of station within the same city/area.
3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at GOV'T expense under a civilian PCS travel order is not eligible for real estate allowances. The following are ineligible:
 - a. A locally hired employee in par. C5566-E2a(1) (former member of U.S. armed forces).
 - b. A locally hired employee in par. C5566-E2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area

PDS;

c. A locally hired employee in par. C5566-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

e. A former employee with a BREAK IN SERVICE (APP A definition) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area ([GSBCA 16811-Relo, 13 March 2006, http://www.gsbca.gsa.gov/relo/s1681113.pdf](http://www.gsbca.gsa.gov/relo/s1681113.pdf)).

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C5750-D4a to be eligible for expense reimbursement in par. C5750-D4b.

5. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. C5075 is required for reimbursement of residence transaction expenses authorized under par. C5750.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee ([58 Comp. Gen. 208 \(1979\)](#)).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee ([B-249451, 7 January 1993](#)).

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. C5750-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. ([72 Comp. Gen. 130 \(1993\)](#), CBCA 1994-RELO, 19 August 2010).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. **Example 1**. An employee transferred from AK to a foreign PDS, Singapore, in the GOV'T's interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area ([72 Comp. Gen. 130 \(1993\)](#), <http://redbook.gao.gov/11/fl0052879.php>).

2. **Example 2**. An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee's residence sale in HI since the criteria enunciated in [72 Comp. Gen. 130 \(1993\)](#) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation

that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station ([B-255822, 17 May 1994](#), <http://archive.gao.gov/lglpdf64/151692.pdf>).

3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station ([B-242558, 19 Jun 1991](#), <http://redbook.gao.gov/12/fl0055381.php>).

4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP ([GSBCA 13699-Relo, 21 March 1997](#), <http://www.gsbcgsa.gov/relo/r136990.txt>).

5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, [B-249451, 7 January 1993](#), which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming ([B-261836, 13 November 1995](#), <http://archive.gao.gov/legald425p10/a06920.pdf>).

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty ([GSBCA 14889-Relo, 7 April 1999](#), <http://www.gsbcgsa.gov/relo/r1488907.txt>). *The Comp. Gen. noted in this decision that the PDS includes the residence or other QTRS from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.*

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the employee's name alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. C5750-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

a. Legal Title Interest. Except as in par. C5750-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and
- (f) Employee provides the DoD COMPONENT concerned with a trust document copy.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the:

- (a) Property is the employee's residence as described in par. C5750-B2;
- (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
- (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and
- (d) Employee provides the DoD COMPONENT concerned with a financing document copy.

The DoD COMPONENT concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies) [GSBCA 16938-RELO](http://www.gsbca.gsa.gov/relo/r1693825.txt) at <http://www.gsbca.gsa.gov/relo/r1693825.txt>, and [GSBCA 16943-RELO](http://www.gsbca.gsa.gov/relo/r16943-RELO) at <http://www.gsbca.gsa.gov/relo/r1694311.txt>

- (a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.
- (b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents and an individual (accommodation party) who is not a dependent and the:
- 1- Property is the employee's residence (par. C5750-B2);
 - 2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;
 - 3- Lender requires the accommodation party's signature on the finance document;
 - 4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - 5- Accommodation party's name is on the title;
 - 6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
 - 7- Employee provides the DoD COMPONENT concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. C5750-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD COMPONENT concerned.
- (4) Title Held by Property Seller. The title is held in the property seller's name and the:
- (a) Property is the employee's residence as described in par. C5750-B2;
 - (b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;
 - (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and
 - (d) Employee provides the DoD COMPONENT concerned with a financing agreement copy.
- (5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:
- (a) The property is the employee's residence as described in par. C5750-B2;
 - (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
 - (c) Only the employee and/or dependent(s) has made payments on the property;
 - (d) The employee and/or dependent(s) receives all proceeds from the property sale; and
 - (e) The employee provides documentation acceptable to the DoD COMPONENT that the above

conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DoD COMPONENT concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. C5750-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis (GSSBCA 15720-RELO, 28 March 2002).

b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold (CBCA 787-RELO, 6 February 2008).

I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. C1260.

C5753 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of Ch 5, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. C5750-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4630;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing RAT and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (par. C5080-F) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C5756 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality.

No such fee/commission is reimbursable ICW the new PDS home purchase.

2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

- a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
- b. Preparing conveyances, other instruments, and contracts;
- c. Related notary fees and recording fees;
- d. Making surveys, preparing drawings or plats when required for legal financing purposes;
- e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference (CBCA 1825-RELO, 17 March 2010):
 - (1) Fee for Courier delivery or similar service;
 - (2) Cost of preparing power of attorney; and
- f. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges ([56 Comp. Gen. 561\(1977\)](#)). *Litigation costs are not reimbursable.*

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality with appropriate supporting documentation provided by the employee:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);

- (3) Cost of preparing credit reports;
- (4) Mortgage and transfer taxes;
- (5) State revenue stamps;
- (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C5756-A4b below;
- (7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);
- (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
- (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;
- (10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;
- (11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
- (12) Environmental protection fee if required as a mortgage condition ([GSBCA 16053-Relo, 10 June 03](#)).

b. Non-reimbursable Items. Except as otherwise provided in par. C5756-A4a, the following expenses are not reimbursable:

- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;
- (2) Interest on loans, points, and mortgage discounts;
- (3) Property taxes;
- (4) Operating or maintenance costs;
- (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued IAW PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C5756-A4a above;
- (6) Expenses that result from residence construction; and
- (7) VA funding fee ([64 Comp. Gen. 674 \(1985\)](#)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;

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b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. C5759.

Effective for an employee whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and

2. 5 percent of the purchase price of a residence at the new PDS.

C5759 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C5759-A2 and C5759-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:

a. Sales agreement;

b. Property settlement document;

c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);

d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;

e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and

f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:

a. Purchase agreement;

b. Property settlement document;

c. Loan closing statement;

d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5750-G;

e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;

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- f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."

B. Claim Submission. DoDFMR Vol. 9, Chapter 6, paragraph 610

(http://www.dod.mil/comptroller/fmr/09/09_06.pdf).

C. Review and Approval of Reasonable Charges

1. **Official Responsible for Review.** An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (PL 90-321).

2. **Assistance.** The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. **Approval of Payment.** The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

- 1. The total claimed is within prescribed limitations,
- 2. All the conditions and requirements under which claims may be paid have been met, and
- 3. The expenses claimed are reimbursable.

E. **Privacy Act Statement.** The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program (<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfoform736.html>).

C5762 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DoDFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1260.

C5765 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.

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**PART D: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE
IN THE UNITED STATES**

C6300 OPM REGULATIONS

DOD Implementation of OPM regulations in 5 CFR §550-401 through §550-409 regarding payments during an evacuation (including evacuation during a pandemic health crisis).

Questions regarding evacuations may be referred to: pay@cpms.osd.mil

DOD web site with evacuation information: http://www.cpms.osd.mil/hurricaneinfo/pages/info_hrprct/pay.htm

For additional guidance see OPM'S "handbook (and addendum) on pay and leave benefits for federal employees affected by severe weather emergencies or other emergency situations" available at:

<http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>

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Sec. 550.401 Purpose, Applicability, Authority, and Administration

(a) **Purpose.** This Part provides regulations to administer Title 5 CFR, Section 550-401 through 550.409 within DOD. Those sections implement Subchapter III (except Sections 5524a and 5525) of Chapter 55 of Title 5, USC, and provide for Government-wide uniformity in making payments during an evacuation to an employee or the employee's dependents, or both, who are evacuated in the CONUS and non-foreign OCONUS areas because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) **Who May Order an Evacuation from a Location in the U.S. or in a Non-foreign OCONUS Area**

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the U.S. and certain non-foreign areas:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for employees and dependents of DOD components;
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;
3. The head of a DOD Component (see definition in APP A) or designated representative;
4. The commander of a U.S. INSTALLATION (see definition in APP A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. The officials in item 5 were delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.

(c) **Applicability.** This part applies to—

- (1) The DOD and DOD Components;
- (2) An employee of a DOD Component who is a U.S. citizen/national;
- (3) An employee of a DOD Component who is not a U.S. citizen/national, but who was recruited with a service agreement that provides return transportation to the area from which recruited; and
- (4) An alien employee of a DOD Component hired within the U.S.

(d) **Authority.** An advance payment, evacuation payment and payment of a special allowance as provided by this Part may be made by the responsible official designated by the Secretarial Process (See definition of "Secretarial Process" in APP A).

(e) **Administration.** The responsible official designated by the Secretarial Process for the DOD Component concerned having employees subject to this Part is responsible for the proper administration of this Part. An advance payment and evacuation payment and any required adjustments must be made IAW the DOD component's procedures.

Sec. 550.402 Definitions

(a) **Agency** means an Executive agency, as defined in Section 105 of Title 5, USC.

(b) **Day** means a calendar day.

*(c) **Dependent** means a family member (with no age limitation) of the employee residing with the employee and dependent on the employee for support. (OPM Evac – No age limit on dependent (11 Oct 2005 email)).

(d) **Designated representative** means a person age 16 years or older who is named by an employee for the purpose of caring for a dependent.

*(e) **Domestic partner** means a person in a domestic partnership with an employee or annuitant of the same sex.

*(f) **Domestic partnership** means a committed relationship between two adults of the same sex in which the partners--

* (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 the 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, will 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.

*(g) **Evacuated employee** means an employee of a DoD Component who has received an order to evacuate.

*(h) **Family member** means an individual with any of the following relationships to the employee:

* (1) Spouse, and parents thereof;

* (2) Sons and daughters, and spouses thereof;

* (3) Parents, and spouses thereof;

* (4) Brothers and sisters, and spouses thereof;

*(5) Grandparents and grandchildren, and spouses thereof;

*(6) Domestic partner, and children and parents thereof, including a domestic partner of any individual in paragraphs (2)-(5) of this definition; and

*(7) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

***(i) Order to evacuate** means an oral or written order to evacuate an employee and/or that employee's dependents from an assigned area.

***(j) Safe haven** means a location to which an employee and/or dependent will be or has been evacuated.

***(k) United States (U.S.)** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and any territory or possession of the U.S. This definition is equivalent to the definition of the U.S. and Non-foreign OCONUS area in JTR, APP A. See JTR, APP A for listing of territories and possessions of the U.S.

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

(a) An advance payment of pay, allowances, and differentials may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) Evacuation payments of pay, allowances, and differentials may be made to an employee during an evacuation and must be paid on the employee's regular pay days, when feasible.

(c) Special allowances, including travel expenses and per diem, may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

(d) An advance payment or an evacuation payment may be paid to the employee, a dependent age 16 years or older, or a designated representative. When payment is made to someone other than the employee, the employee's prior written authorization must have been provided to the authorizing official designated by the Secretarial Process.

(e) Any DOD Component may make payments in an evacuation situation to an employee of another Federal agency/DOD Component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this Part by a DOD Component other than the employee's agency/DOD Component, the DOD component making the payment must immediately report the amount and date of the payment to the employee's agency/DOD Component so that prompt financial actions may be taken.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

(a) Payments must be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable, must be made before an advance payment or evacuation payment is made.

(b) (1) **The amount of advance payments** must cover a time period NTE 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) **Evacuation payments** must cover the time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.

(c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment must not diminish the amount of the evacuation payments that would otherwise be due the employee.

(d) (1) **For a full-time and part-time employee**, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.

(2) **For an intermittent employee**, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days must be determined, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average 6-week period, as determined by the DOD component.

Sec. 550.405 Determination of Special Allowances

***NOTE:** An agency may provide special allowances for subsistence expenses under 5 CFR 550.405(b) for an employee who returns to the PDS and who does not occupy the uninhabitable home (e.g., single family home, apartment, etc.) used before the evacuation. See Examples at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf>. An agency may also use the same authority to provide special allowances for dependents who return to the PDS with the employee and who do not occupy the uninhabitable home. Additional guidance is available in OPM's "Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations" at <http://www.opm.gov/oca/compmemo/2005/2005-18hb.pdf> (OPM email - Employee & Dependents Return to PDS But their Residence Uninhabitable (11-17-05).)*

In determining the direct added expenses that may be payable as special allowances, the following must be considered:

(a) The travel expenses and per diem for an evacuated employee and the travel expenses for the dependents are as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined IAW the JTR (except that the rate for dependents under age 12 is one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) **Subsistence expenses** for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial Process. Such subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis, as follows:

* (1) The applicable maximum per diem rate is computed as shown in the example in JTR, par. C6315-B for the employee and each dependent who is age 12 or older. For each dependent under age 12, the per diem rate is one-half of the applicable maximum per diem rate for the employee and dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(2) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate is computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

(3) The daily rate of the subsistence expense allowance actually paid an employee is either a rate determined IAW paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.

(c) Payment of subsistence expenses is decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem IAW the JTR.

Sec. 550.406 Work Assignments during Evacuation; Return to Duty

(a) An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employee's grade or title. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(b) When a part-time employee is given assigned work at the safe haven, a record of the number of hours worked must be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.

(c) Not later than 180 days after the effective date of the evacuation order (or when the emergency or evacuation situation is terminated, whichever is earlier), an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments during Evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

(a) The employee is assigned to another duty station outside the evacuation area;

(b) The employee abandons or is otherwise separated from the assigned position;

(c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;

(d) The employee has resumed duties at the duty station from which evacuated; ***NOTE: TDY allowances are not payable for an employee working at the PDS. However, if incident to an evacuation, an employee's home is not habitable but the employee is required to work at the PDS, the special allowance authority in 5 CFR §550.405 may be used to pay lodging and M&IE expenses for the employee while on duty at the PDS and per diem for dependents at the safe haven (OPM email 26 September 2005).***

(e) Payments are no longer warranted; or

(f) The employee is covered by the Missing Persons Act (50 USC App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

(a) The payroll office having jurisdiction must review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.

(b) The employee's pay must be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than 5 USC §5527. Any adjustments in the employee's account must also reflect advance payments made to the employee under §550.403(a) of this Part.

(c) (1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness must be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.

(2) Recovery of indebtedness for advance payment is not required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery must be filed in the employee's personnel folder on the permanent side.

(d) For the period or periods covered by any payments made under this part, the employee is performing active Federal service in the assigned position without a break in service.

Sec. 550.409 Evacuation Payments during a Pandemic Health Crisis

(a) An agency may order one or more employees to evacuate from their worksite and perform work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis without regard to whether the agency and the employee have a telework agreement in place at the time the order to evacuate is issued. Under these circumstances, an agency may designate the employee's home (or an alternative location mutually agreeable to the agency and the employee) as a safe haven and provide evacuation payments to the employee. An agency must compute the evacuation payments and determine the time period during which such payments will be made IAW § 550.404. An evacuated employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the period of evacuation without regard to grade, level, or title. The employee must have the necessary knowledge and skills to perform the assigned work. Failure or refusal to perform assigned work may be a basis for terminating evacuation payments, as well as disciplinary action.

(b) The head of an agency, in that person's sole and exclusive discretion, may grant special allowance payments, based upon a case-by-case analysis, to offset the direct added expenses incidental to performing work from home (or an alternative location mutually agreeable to the agency and the employee) during a pandemic health crisis.

(c) An agency may terminate evacuation payments under the conditions listed in § 550.407. An agency must make any necessary adjustments in pay consistent with § 550.408 after the evacuation is terminated.

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PART N: FEML

C7700 FEML TRANSPORTATION

*A. Policy. FEML policy is established for Uniformed Service members in [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl. 2, subsection 1.j.(8). This policy is adopted and used for a DoD civilian employee.

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:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour extended at least 12 months	1 additional
b. At least 36 months	2
(1) Tour extended 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 DoD civilian employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24 month tour, the employee would be eligible for one FEML trip during that 24 month tour. See Par. C7700-N if the employee does not complete the FEML tour length.

F. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or 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. APP S contains 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. C7700-I5.
2. FEML Destination. The authorized FEML destination, determined IAW [DoDI 1327.06](#), is listed in APP S.
3. Alternate Destination(s). A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares *may* be available for use. *If a traveler travels to more expensive alternate destination(s), city pair airfares are not authorized to any of the alternate destination(s).*
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

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 A) (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: DUSD (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 Combatant Command channels to DUSD (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 traveler) that affect scheduling FEML.

*3. Procurement. Commercial air transportation must be IAW par. C2400.

4. Reimbursement

*a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. C4780 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 ground transportation cost (par. C7700-J4a).

5. Transportation Funded by a Host Government. ***If a traveler/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.***

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.

M. Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

N. Repayment of FEML Transportation Costs. A traveler must repay FEML transportation costs if the tour is not completed, unless the lack of completion is a result of:

1. Compassionate transfer,
2. Management initiated transfer,
3. Involuntary separation through no fault of the employee, or
4. Training needs,
5. Reporting date adjustments between losing and gaining PDSs.

O. Order

1. DD Form 1610. The [DD Form 1610](#) (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation (APP I4-A).

2. Travel and Transportation. TDY regulations concerning transportation accommodations and travel apply to FEML travel.

3. Commercial Air Transportation. See par. C3525.

*4. Arranging Official Travel. See par. C2400.

P. Legal Authority. Legal authority for FEML is [10 USC §1599B](#); [22 USC §4081\(6\)](#).

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

C7750 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 for Uniformed Service members. This policy is adopted by ,and used for, DoD civilian employees.

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 the DoD's best interest.

3. All restrictions outlined in [DoDI 1327.06](#) apply to the USCENTCOM R&R Leave program, unless otherwise directed in JTR.

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. Travel Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation (APP I4, par. A). TDY travel and transportation accommodations regulations also apply to R&R travel.

*3. Arranging Official Travel. See par. C2400.

4. Commercial Aircraft Use. See par. C3525.

5. Legal Authority for this Part. [10 USC §1599B](#) and [22 USC §4081\(6\) and \(8\)](#).

6. Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

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.

(2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).

(3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.

c. Extended Tour. Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave. See par. C7750-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, the COCOM Commander may authorize the combined travel, provided it is in the GOV'T's 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.

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. C7750-D5. *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 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

<u>EXAMPLE 1</u>	
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

<u>EXAMPLE 2</u>	
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 Authority. PDUSD (P&R) is the designating authority for R&R locations/destinations for DoD Services.
- b. Designation/Redesignation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW [DoDI 1327.06](#).

E. Transportation

1. Limitations. R&R transportation is only for civilian employees and uniformed members. See JFTR, par. U7300 for uniformed member R&R transportation.
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. C2400.
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. C7750-D2.

5. Time Limitation

- a. Standard Tour: Traveler must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
- b. Contingency Tour: Traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***
- c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

F. Official Duty in Iraq, Afghanistan, or Pakistan. Transportation for an eligible DoD civilian employee, on official duty in Iraq and Afghanistan continues while Iraq and Afghanistan are designated as a combat zone. An eligible DoD civilian employee on official duty in Pakistan is eligible effective on or after 26 August 2010; however, retroactive R&R transportation allowances are not authorized IAW par. C7750-F5. ***Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010 and continue until terminated.***

1. Authorized Transportation. The employee:

- a. Is authorized round trip transportation to the designated locations provided in APP U,
- b. Must be in an approved leave status while traveling to/from Iraq, Afghanistan or Pakistan and during R&R breaks, IAW [DoDI 1400.25, Vol. 630](#).

The provisions in Ch 7, Part O must be applied when requesting and authorizing R&R travel.

2. Authority

- a. [P. L. 109-234](#) (Sec. 1603, Iraq and Afghanistan),
- b. [22 USC §4081\(6\)](#),
- c. [OSD \(P&R\) memo dated 4 May 2007](#),
- d. [P. L. 110-417](#) (Sec. 1102, Iraq and Afghanistan),
- e. [OSD \(P&R\) memo dated 20 October 2008](#) (Iraq and Afghanistan),
- f. [P. L. 111-84](#) (Sec. 1107, Pakistan),
- g. [OSD \(P&R\) memo dated 27 December 2011](#) (Pakistan),
- h. [5 USC §9904](#), and
- i. [OUSD \(P&R\) memo of 27 December 2011](#).

3. Assignment Options. An employee in Iraq, Afghanistan or Pakistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

- a. 6 or more Months but Fewer than 12 Months. An employee:
 - (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip, and

- (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the R&R trip.
- b. 12 Consecutive Months. An employee:
- (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for at least 12 consecutive months is eligible for three R&R trips within the 12 month service period, and
 - (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the first R&R trip, and
 - (3) Should take R&R trips at reasonable intervals; (e.g., the first break after 60 days, and subsequent breaks every 50 to 60 days).
4. Limitations. An:
- a. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official station in Iraq, Afghanistan or Pakistan (including travel time) established in the Civilian Personnel Manual ([DoDI 1400.25, Vol. 630](#)) and/or other personnel related written material; and
 - b. Employee is expected to return to Iraq, Afghanistan or Pakistan following the R&R leave period or be financially liable for the R&R trip expense.
5. Retroactive Benefits and Gratuities. Effective 15 June 2006; benefits and gratuities must be granted retroactively for an employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. DoD COMPONENTS must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility. ***Retroactive R&R transportation allowances for Pakistan is not authorized IAW [OUSD \(P&R\) memo dated 27 December 2011](#).***

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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

T4000 INTRODUCTION

A. Application. In this APP:

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

B. Common TDY Travel Types. This APP:

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

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

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in 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 and/or an AO fails to follow JFTR/JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

T4010 REIMBURSEMENT RATE

Rates for private 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 (<http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>); 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. ***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
<u>Subsist Ashore</u>			
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 (In AOR only)	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
<u>Subsist Aboard U.S. GOV'T Ship 3/</u>			
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 (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

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 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. 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

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

2. Table 2 - Active Duty without Pay

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

NOTES
(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>		

NOTES: (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* (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf).

2. Authorizing Business class Transportation Accommodations. Only the officials listed in JFTR, pars. 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.

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

NOTE 2: Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

NOTE 3: The 14 hour rule only (JFTR, par. 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.

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

NOTE 5: When scheduling flights of 14 or more hours, the first choice is always to use economy/coach 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.

NOTE 6: 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, 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 (GSCBA 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.

PART 1: CITY PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in [DTR 4500.9-R, Part I, Ch 103](#), pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf). Following is an edited extract from that regulation.

A. Policy (DTR 4500.9-R, Part L, Ch 103, par. B2)

1. GSA Airline City Pair Program. Each year, under the Airline City Pair program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official GOV'T travel. The contracts are awarded competitively based on the best overall value to the GOV'T. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, "Travel on GOV'T Business and Air Travel/City Pairs" (<http://www.gsa.gov/portal/category/27228>).

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity controlled GSA Airline City Pair airfare on the routes offering the dual airfare structure. The local CTO can provide information on what routes offer dual airfares.

3. *A GOV'T contractor is not authorized to use GSA city pair airfares to perform travel under a contract.*

*4. RESERVED

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the GOV'T; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the GOV'T's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel

routing. DTR, Part I, Ch 103, par. B.2.c (note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit JFTR/JTR policies to schedule travel during ordinary working hours. See JFTR, par. U3030/JTR, par. C3030.

c. A non-contract (DoD approved) U.S. certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

7. Requirements that must be met to use a non-contract airfare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

(b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

(c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the GOV'T.

NOTE: Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers (DTR 4500.9-R, Part L, Ch 103, par. A2)

1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city pair airfare is not available***, the POLICY CONSTRUCTED AIRFARE (See APP A1) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: Foreign military personnel are not authorized to use GSA city pair airfares.***

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.***

NOTE: For civilian personnel, JTR, par. C3225-C for policy regarding Rail or Bus service use.

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY PAIR PROGRAM

A. City Pair Program FAQs

1. How does the program work?

- a. **First**, GSA concentrates the GOV'T's market share to make the most of the competition available. The GOV'T's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.
- b. **Second**, GSA works with GOV'T agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one way routes simplifying multiple destination travel.

3. Why can't contractors use it? It would save the GOV'T a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the GOV'T roughly \$2 billion annually. *GSA advises that the purchase of a contract city pair airfare ticket on behalf of a GOV'T contractor is wrong, is a misuse of the city pair program, and could jeopardize its future success.*

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a GOV'T traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.
- b. The return portion of a round trip is not used.
- c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The GOV'T and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

B. City Pair Program Policy FAQs

*1. Who can use it?

The City Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas.

2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a GOV'T traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a GOV'T traveler (sometimes called "DG" airfares) are not included in this exception. When GOV'T/GOV'T contracted transportation/CTO (APP A) or in-house services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city pair carrier.***); or
- b. The contract carrier's flight schedule is inconsistent with explicit JFTR/JTR policies to schedule travel during ordinary working hours (See JFTR, par. U3030 and JTR, par. C3030.); or
- c. A U.S. certificated non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the GOV'T (the combined costs of transportation, lodging, meals, and related expenses considered); or

NOTE 1 to paragraph (c): This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S. certificated carrier is restricted to a GOV'T or military traveler performing official business and may be

purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available.

NOTE 2 to paragraph (c): *The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. certificated airline offers a still lower restricted airfare not matched by the contract carrier.*

NOTE 3 to paragraph (c): *Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the GOV'T's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by GOV'T authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.*

EXAMPLES: Airline X is the city pair contract carrier and Airline Y is another U.S. certificated non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. certificated Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

- d. Cost effective rail service is available and is consistent with mission requirements; or
- e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the GOV'T's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.

(3) If the GOV'T contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

3. What makes the city pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuitry (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the GOV'T business for the route.
- c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the GOV'T.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of

Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

C. City Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city pair air carrier if authorized to use ‘other than economy/coach’ airfare (business or first class)?

Yes. The City Pair Program contracts are mandatory for coach and, within DoD, for ‘other than economy/coach’ service when the contract carrier offers an ‘other than economy/coach’ contract airfare. ‘Other than economy/coach’ service accommodations must be authorized IAW the JFTR, par. U3520 and JTR, C3520.

2. Can I upgrade to business class seating at GOV’T expense to accommodate my disability?

Maybe. IAW Agencies/Services’ policy, ‘other than economy/coach’ travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler’s condition (e.g., bulkhead, aisle seating, use of two adjoining economy/coach seats, etc.). The condition must be certified by a competent medical authority (i.e., a licensed medical practitioner) and authorized by the ‘other than economy/coach’ AO in advance of travel IAW JFTR/JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

3. Can the air carrier charge for seating ‘options’ and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be ‘options’, i.e., front of the cabin, larger seats, etc. The choice to pay extra for ‘optional’ seats is personal to the traveler and is not a GOV’T requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers’ control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won’t be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

D. City Pair Airline Airfare FAQs

1. How do I know if there is a contract city pair airfare?

Contract city pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check the following city pair website <http://www.gsa.gov/portal/category/27228>.

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City pair airfare rate?

The ticket shows a three-letter airfare basis code with –CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following airfare basis codes:

- a. **YCA** = Guaranteed GSA economy/coach city pair airfare which is a highly discounted unrestricted airfare. If the GOV'T contract city pair carrier offers a lower cost capacity controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

NOTE 1: Personal frequent flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity controlled airfare, the traveler is financially responsible to the GOV'T for the cost difference between the YCA airfare and the lower capacity controlled airfare. CBCA 1511-TRAV, 7 May 2009.

NOTE 2: This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.

- b. **–CA** = Limited capacity, GSA economy/coach city pair airfare which capacity controlled airfare with a deeper discount preferred by the GOV'T.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and –CA is that there are a limited number of seats on the less costly –CA Airline City Pair rate which varies carrier by carrier and market by market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and –CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a –CA airfare and make changes, if necessary.

4. How early is early to take advantage of the GOV'T discount for normal airfare city pair airfares (–CA)?

The city pair airfare program encourages a GOV'T traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city pair airfares).

5. Why does the GOV'T have to pay the Airline Passenger Excise tax? Isn't the GOV'T exempt from tax?

The Federal GOV'T is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal GOV'T must pay.

6. How can the cost of a city pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the GOV'T rate for my airline reservations?

The DTS vendors' OBE displays valid GSA contract city pair airfare rates, but they display them differently than the GSA Airline City Pair website.

- a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.
- b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax, plus airport and security fees) depending on which DTS vendor is used.

E. City Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business?

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

2. Can I use a contract city pair airfare for personal travel taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?

The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official GOV'T travel, the contract city pair airfares cannot be used for that portion of the trip since that travel is personal. These city pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the GOV'T is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. GOV'T and traveler limitations are:

- a. Use the two one-way contract city pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the GOV'T one-way airfare is \$251 and roundtrip is \$502.
- b. Reimbursement for the entire trip is limited to \$502. The contract city pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. GOV'T and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. City pair airfares may be used in accordance with JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee).

NOTE: CTO use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

3. What GOV'T sponsored leave programs qualify for contract city pair airfares?

Contract city pair airfare use MAY BE POSSIBLE for official GOV'T funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city pair airfares may be used.

a. **Civilian Employee:** RAT (Ch 5, Part K and APP I3-E4b), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Uniformed Member:** COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. **GSA Points of Contact.** GSA - Airfares (City Pair Program) at www.gsa.gov/citypairs or contact GSA by email at Travel.Programs@gsa.gov or phone 1-888-472-5585 for more information on GSA's Airline City Pair Program. *Only those without Internet access should call.*

***APPENDIX W: ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS**

A. Authority. Only the locations in par. D have administratively reduced HHG weight allowances as indicated. If a location is not listed below then it is not a weight restricted location.

B. Authorization Period. The reduced administrative HHG weight allowance for the locations in APP W is effective until rescinded.

C. Submission Process. See JFTR, par. U5315-B4 and Service written material for the submission process. All submissions must be sent through a MAP/CAP member. See JFTR/JTR foreword for addresses.

D. Reduced Weight Allowance Locations. The below four locations have reduced administrative HHG weight allowances as indicated.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Alaska, Dutch Harbor	Uniformed Service Member . An incoming/departing member assigned to USCG Marine Safety Detachment (MSD) Dutch Harbor is limited to transportation of 1,000 lbs. of HHG as furnished GOV'T QTRS are available.
Bahrain	Uniformed Service Member . An incoming/departing member assigned to USCG PATFORSWA is limited to transportation of 500 lbs. of HHG as furnished GOV'T QTRS are available.
Japan, Camp Zama	<p>Uniformed Service Member</p> <ol style="list-style-type: none"> 1. A member is authorized to transport 25% of their net HHG weight allowance to/from Camp Zama, Japan. 2. Example: 11,000 lbs. X 25% = 2,750 lbs. net HHG weight allowance to transport to/from Camp Zama, Japan. <p>DoD Civilian Employee</p> <ol style="list-style-type: none"> 1. An employee is authorized to transport 25% of their net HHG weight allowance (18,000 lbs.), including UB. 2. Example: 18,000 lbs. X 25% = 4,500 lbs. net HHG weight to transport to/from Camp Zama, Japan.
Japan, MCAS Iwakuni	<p>Uniformed Service Member</p> <ol style="list-style-type: none"> 1. <u>Accompanied Tour</u> <ol style="list-style-type: none"> a. A member on an accompanied tour is authorized to transport 75% of their full HHG weight allowance. The weight of UB shipment counts against the administrative weight restriction. b. An O6 on an accompanied tour as the Commanding Officer, at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the full HHG weight allowance. 2. <u>Unaccompanied Tour</u>. ALL members on an unaccompanied tour (dependent restricted) are authorized to transport up to 10% of the full weight allowance as UB and/or other HHG. If an off base residence is pre-authorized by the gaining command via official correspondence, the member is authorized 10% or 2,500 lbs. of the authorized weight allowance, of which a maximum of 2,000 lbs. may be transported as UB.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Japan, Okinawa	<p>Uniformed Service Member</p> <ol style="list-style-type: none"> 1. A member, on an accompanied tour, is authorized to transport 2,500 lbs. or 25% of their full HHG weight allowance, whichever is greater. The weight of UB shipment counts against the administrative weight restriction. 2. An O6 on an accompanied tour is authorized to transport 10,000 lbs. of HHG. 3. An O7 (and above) on an accompanied tour is authorized to transport the full HHG weight allowance.
Korea (<i>Except Chinhae, Osan & Detachment 452 Wonju</i>)	<p>Uniformed Service Member</p> <ol style="list-style-type: none"> 1. <u>Accompanied Tour</u>. A member on an accompanied tour in Korea is authorized to transport 50% of their full HHG weight allowance. Exception: Chinhae, Osan, and Detachment 452 Wonju are full HHG weight allowance locations. 2. <u>Unaccompanied Tour</u>. A member on an unaccompanied tour in Korea is authorized to transport 25% of the administrative weight allowance, or 2,500 lbs., whichever is greater.
Korea, Kunsan	<p>Uniformed Service Member. A member is limited to their UB allowance or the option to surface transport 10% of the applicable full HHG weight allowance. <i>There are no accompanied tours at Kunsan.</i></p>
Qatar, Doha	<p>Uniformed Service Member</p> <ol style="list-style-type: none"> 1. <u>AL-Udeid AB</u> <ol style="list-style-type: none"> a. <u>PCS</u>. A member, on a PCS order, is authorized an UB shipment preferably NTE 500 lbs. due to living QTRS size. b. <u>TDY</u>. A member on an extended 365 day TDY deployment <i>is not authorized</i> a UB shipment. 2. <u>AI-Udeid AB (USAF Member)</u> <ol style="list-style-type: none"> a. <u>PCS</u>. Only a member on a PCS order is authorized an UB shipment. b. <u>TDY/ITDY</u>. A member on a TDY/ITDY assignment <i>is not authorized</i> a UB shipment IAW PSDM 08-47. c. <u>Weight Limitations</u>. A member is limited to the weight allowances IAW Table A3.1 of the USAF Supplement to the JFTR/JTR. d. <u>Guidelines for Small Living Space</u>. Due to small living QTRS at AI-Udeid AB, the guidelines for HHG shipment weight should be followed: <ol style="list-style-type: none"> (1) <u>E6 and Below</u>. 250 lbs. (or fewer) of HHG as living conditions will not accommodate any additional weight. (2) <u>O1 - O6 and E7 - E8</u>. 500 lbs. (or fewer) due to limited room space. (3) <u>Group and Squadron CC's and CMSgt</u>. No more than normal UB weight allowance.

Footnotes:

1. A USAF member is authorized to transport 10% of the full HHG weight allowance via surface or normal UB weight allowance IAW Table A3.1 of the ***AF Supplement to the JFTR/JTR***.

2. A USMC member is authorized to transport 10% of the administrative HHG weight allowance based on the limited size of the BOQ/BEQ QTRS and lack of ability to store excess HHG locally at the PDS.