

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 578****1 DECEMBER 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 December 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:

Chs 1-4 Cross Reference Updates. Updates and corrects all cross references in affected Parts and Sections.

CAP 188-13(E)/MAP 188-13(E) – POC Not Advantageous, No Reimbursable Expenses. Eliminates en route reimbursable expenses (e.g., parking, tolls) when a traveler elects to use a POC that is not more advantageous to the GOV'T. Currently, allowing the reimbursable expenses which are not part of the constructed cost, can result in POC for own convenience costing more than the authorized transportation mode. Affects pars. C4710-C, C4735-F, APP G, and APP O, par. T4030-E.

CAP 189-13(I)/MAP 189-13(I) – Add CBCA Decision Reinforcing Authorization to Amend Order to Show Original Intent. Adds CBCA decision to par. C2205-A1a, reinforcing that an order may be retroactively corrected to show the original intent. Also adds an exception to par. C5810-E to allow for a mandatory authorization (BRAC move) that was omitted through error or inadvertence in preparing the order.

CAP 192-13(I) -- Emergency Storage of a POV ICW an Evacuation. Moves information on emergency storage of POV ICW and evacuation from Ch 5 to Ch 6. Affects par. C2310-B10, Ch 5, TOC, Ch 6, TOC, and par. C6020.

BLANK PAGE

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 578

1 DECEMBER 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	578 12-13	577 11-13	576 10-13	575 09-13	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
Title Page	564	564	564	564	564	564	564	564	564	564	564	564	564	564
Cover Letter	578	577	576	575	574	573	572	571	570	569	568	567	566	565
Record of Changes	578	577	576	575	574	573	572	571	570	569	568	567	566	565
Introduction	574	574	574	574	574	563	563	563	563	563	563	563	563	563
Crosswalk (1-3)	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Table of Contents	573	573	573	573	573	573	572	554	554	554	554	554	554	554
Chapter 1														
TOC	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part A	578	574	574	574	574	573	572	571	559	559	559	559	559	559
Part B	574	574	574	574	574	571	571	571	559	559	559	559	559	559
Part C	574	574	574	574	574	557	557	557	557	557	557	557	557	557
Part D	574	574	574	574	574	570	570	570	570	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	564	564	564
Part A	576	576	576	574	574	573	566	566	566	566	566	566	566	561
Part B	574	574	574	574	574	566	566	566	566	566	566	566	566	564
Part C	578	575	575	575	574	573	565	565	565	565	565	565	565	565
Part D	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E	578	574	574	574	574	564	564	564	564	564	564	564	564	564
Part F	563	563	563	563	563	563	563	563	563	563	563	563	563	563
Part G	574	574	574	574	574	566	566	566	566	566	566	566	566	558
Part H	574	574	574	574	574	558	558	558	558	558	558	558	558	558
Part I	574	574	574	574	574	568	568	568	568	568	568	567	560	560
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	574	574	574	574	574	558	558	558	558	558	558	558	558	558
Part L	574	574	574	574	574	558	558	558	558	558	558	558	558	558
Chapter 3														
TOC	574	574	574	574	574	570	570	570	570	558	558	558	558	558
Part A1	574	574	574	574	574	566	566	566	566	566	566	566	566	562
Part A2	574	574	574	574	574	573	570	570	570	566	566	566	566	562
Part B	566	566	566	566	566	566	566	566	566	566	566	566	566	564
Part C	574	574	574	574	574	566	566	566	566	566	566	566	566	565
Part D	574	574	574	574	574	573	570	570	570	566	566	566	566	565
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	574	574	574	574	574	570	570	570	570	566	566	566	566	561
Part G	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part H	574	574	574	574	574	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	574	574	574	574	572	572	570	570	565	565	565	565	565
Part A	578	572	572	572	572	572	572							
Part B1	576	576	576	574	574	572	572							

JTR	578 12-13	577 11-13	576 10-13	575 09-13	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
Part B2	572	572	572	572	572	572	572							
Part B3	574	574	574	574	574	572	572							
Part B4	577	577	572	572	572	572	572							
Part B5	572	572	572	572	572	572	572							
Part C	572	572	572	572	572	572	572							
Part D	576	576	576	572	572	572	572							
Part E	572	572	572	572	572	572	572							
Part F	572	572	572	572	572	572	572							
Part G	578	574	574	574	574	572	572							
Part H	572	572	572	572	572	572	572							
Part K	572	572	572	572	572	572	572							
Part L	572	572	572	572	572	572	572							
Part Z	572	572	572	572	572	572	572							
Chapter 5														
TOC	578	576	576	573	573	573	570	570	570	565	565	565	565	565
Part A	574	574	574	574	574	571	571	571	569	569	562	562	562	562
Part B	577	577	576	571	571	571	571	571	570	566	566	566	566	565
Part C1	543	543	543	543	543	543	543	543	543	543	543	543	543	543
Part C2	574	574	574	574	574	555	555	555	555	555	555	555	555	555
Part C3				565	565	565	565	565	565	565	565	565	565	565
Part C4	577	577	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
Part D1	575	575	575	575	574	556	556	556	556	556	556	556	556	556
Part D2	574	574	574	574	574	573	556	556	556	556	556	556	556	556
Part D3	573	573	573	573	573	573	563	563	563	563	563	563	563	563
Part D4	571	571	571	571	571	571	571	571	558	558	558	558	558	558
Part E1	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part E2	578	571	571	571	571	571	571	571	564	564	564	564	564	564
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	564	564	564
Part H1	569	569	569	569	569	569	569	569	569	569	556	556	556	556
Part H2	577	577	576	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	573	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	573	573	573	573	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	571	571	571	571	551	551	551	551	551	551
Part M	576	576	576	574	574	571	571	571	558	558	558	558	558	558
Part N	576	576	576	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	574	574	574	574	565	565	565	565	565	565	565	565	565
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	578	551	551	551	551	551	551	551	551	551	551	551	551	551
Part Q2	569	569	569	569	569	569	569	569	569	569	551	551	551	551
Part Q3	551	551	551	551	551	551	551	551	551	551	551	551	551	551
Part R	573	573	573	573	573	573	555	555	555	555	555	555	555	555
Part S	573	573	573	573	573	573	565	565	565	565	565	565	565	565

JTR	578 12-13	577 11-13	576 10-13	575 09-13	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
Chapter 6														
TOC	578	570	570	570	570	570	570	570	570	554	554	554	554	554
Part A	578	571	571	571	571	571	571	571	567	567	567	567	563	563
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	563	563
Part C4	576	576	576	542	542	542	542	542	542	542	542	542	542	542
Part C5	577	577	569	569	569	569	569	569	569	569	546	546	546	546
Part D	574	574	574	574	574	526	526	526	526	526	526	526	526	526
Part E	570	570	570	570	570	570	570	570	570					
Chapter 7														
TOC	576	576	576											
Part A1	576	576	576											
Part A2	576	576	576											
Part A3	577	577	576											
Part A4	576	576	576											
Part A5	576	576	576											
Part B	576	576	576											
Part C	576	576	576											
Part D	576	576	576											
Part E	576	576	576											
Part F1	576	576	576											
Part F2	576	576	576											
Part G	576	576	576											
Part H	576	576	576											
Part I	576	576	576											
Part J	576	576	576											
Part K	576	576	576											
Part L	576	576	576											
Part M	576	576	576											
Part N	576	576	576											
Part O	576	576	576											
Part P	576	576	576											
Part Q	576	576	576											
Part R	576	576	576											
Part S	576	576	576											
Part T	576	576	576											
Part AA	576	576	576											
Appendix A														
Part 1	577	577	576	573	573	573	572	571	570	569	568	566	566	562
Part 2	572	572	572	572	572	572	572	571	569	569	568	562	562	562
Appendix E														
TOC	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part 1	577	577	576	570	570	570	570	570	570	560	560	560	560	560
Part 2	570	570	570	570	570	570	570	570	570	568	568	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	577	577	562	562	562	562	562	562	562	562	562	562	562	562
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	557	557
Appendix G														
APP G	578	577	575	575	573	573	570	570	570	569	567	567	566	565

JTR	578 12-13	577 11-13	576 10-13	575 09-13	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
Appendix H														
TOC	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 1	577	577	540	540	540	540	540	540	540	540	540	540	540	540
Part 2A	570	570	570	570	570	570	570	570	570	570	560	560	560	560
Part 2B	570	570	570	570	570	570	570	570	570	570	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	570	570	570	570	570	543	543	543	543
Part 3B	562	562	562	562	562	562	562	562	562	562	562	562	562	562
Part 3C	570	570	570	570	570	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	570	570	570	570	570	543	543	543	543
Part 5B	570	570	570	570	570	570	570	570	570	570	543	543	543	543
Appendix I														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	576	576	576	570	570	570	570	570	570	570	551	551	551	551
Part 2	577	577	570	570	570	570	570	570	570	570	558	558	558	558
Part 3	577	577	570	570	570	570	570	570	570	570	566	566	566	566
Part 4	577	577	572	572	572	572	572	572	570	570	551	551	551	551
Appendix O														
TOC	565	565	565	565	565	565	565	565	565	565	565	565	565	565
APP O	578	577	576	574	574	573	570	570	570	568	568	559	559	559
Appendix P														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	574	574	574	574	574	573	570	570	570	541	541	541	541	541
Part 2	577	577	574	574	574	570	570	570	570	556	556	556	556	556
Appendix Q														
TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part1	577	577	576	575	573	573	572	567	567	567	567	567	567	567
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	563	563
Part4	576	576	576	517	517	517	517	517	517	517	517	517	517	517
Appendix R														
TOC	570	570	570	570	570	570	570	570	570	570	541	541	541	541
Part 1	577	577	541	541	541	541	541	541	541	541	541	541	541	541
Part 2	577	577	570	570	570	570	570	570	570	568	568	557	557	557
Appendix S														
APP S	577	577	568	568	568	568	568	568	568	568	568	566	566	564
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	577	577	558	558	558	558	558	558	558	558	558	558	558	558
Appendix W														
APP W	577	577	574	574	574	563	563	563	563	563	563	563	563	563

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. C7015-A and C7015-B);
- 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 D).

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 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 unless the agency has manifested a clear "administrative intent" to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement ([CBCA 3294-RELO, 29 May 2013](#)).*
- 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 ([CBCA 3472-RELO, 23 September 2013](#)), 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 authority

meets the requirement for a written order.

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

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.

BLANK PAGE

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. C6022).

BLANK PAGE

CHAPTER 4: TDY

PART A: GENERAL

C4000 JUSTIFICATION

A. Authorization/Approval. A TDY assignment may be authorized/approved only when necessary to conduct official GOV'T business.

B. Scheduling Travel. Travel must be planned and scheduled to accomplish multiple objectives with minimal disruptions and transportation delays.

C. Service Procedures. Service procedures (see par. C2020) must ensure that the:

1. TDY purpose is essential official business in the GOV'T's interest;
2. TDY objective cannot be accomplished less expensively by correspondence, teleconferencing, web based communications, or other appropriate means. *This must be certified in a statement on the order.*;
3. TDY duration is no longer than required to complete the official business;
4. Number of TDY travelers is held to the minimum;
5. Traveler's eligibility is based on official necessity and qualifications to best perform the mission;
6. TDY assignment is not for an unauthorized person to travel at GOV'T expense accompanying/joining an eligible traveler ICW the official travel; and
- *7. Employee is informed of the tax implications ICW ITRA (par. C4950).

C4005 TDY ASSIGNMENT SELECTION

Selection for a TDY assignment must be based on official necessity and qualifications of the individual to best perform the service required. TDY travel should not be authorized/approved for administrative personnel when such services are available at the TDY site, unless sending them is mission essential.

C4010 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

1. An assignment away from the PDS that is not so frequent or lengthy that the location is, in fact, the traveler's PDS;
2. Participation in civil defense activities authorized under Service regulations;
3. Witness duty to testify/provide information on the GOV'T's behalf or on matters of official DoD concern;
4. Training course attendance conducted/sponsored by GOV'T agencies, , or approved under department/agency regulations IAW [5 USC §§4101-4118](#);
5. Attendance at technical, scientific, professional, or similar meetings and conferences sponsored/arranged by non-Federal organizations;
6. Assignment as an attendant to a traveler with a special need/disability when the AO determines that the traveler is incapable of traveling alone on official travel ([56 Comp. Gen. 661 \(1977\)](#));

7. Change of command ceremony or funeral attendance ([70 Comp. Gen. 200 \(1991\)](#)) when the DoD COMPONENT head/designee determines that circumstances justify designating the traveler as an official representative;
8. Employee's attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal reemployment, the hearing is provided for by applicable Federal employment regulations, and it is held in a location that serves the GOV'T's interest; and
9. Interview travel required to fill a vacancy when the travel is authorized and justified (restricted to a GOV'T employee).

C4015 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice

1. A TDY assignment should be cleared in advance with the activity involved.
2. Clearance must be obtained from each command when an assignment involves visits to:
 - a. Activities in more than one command, or
 - b. Commands in different departments, agencies or OCONUS commands.

B. Clearances

1. Clearances, restrictions, and other requirements specified in the foreign clearance regulations and of the separate departments/agencies must be followed ICW assignments to OCONUS areas.
2. Special instructions about foreign countries in a travel itinerary include:
 - a. Advance notification for submission of clearance requests before travel begins, and
 - b. Duty and travel restrictions for a traveler who possesses highly sensitive information.
3. Security Clearance
 - a. A TDY traveler must follow all departmental security regulations.
 - b. The AO must ensure each traveler is thoroughly briefed on security provisions when classified information disclosure is involved.
 - c. When required, notification of a traveler's access to classified material must be furnished to the commander of the destination activity.
 - d. When applicable, a traveler's current security clearance must be stated in the order.
 - e. The AO must ensure security clearance designation accuracy.

C. Requirements

1. DoD regulations require DoS notification when high level personnel visit in foreign areas (Foreign Service Act, Section 207, [P. L. 96-465](#); & [1 FAM 013.2b\(a\)\(2\) & \(b\)](#)).
2. The traveler is responsible for carrying out the assigned mission.
3. An employee who does not report to the TDY location, or who, upon arrival there, refuses to perform the mission or resigns, is financially liable to the GOV'T for the GOV'T paid TDY travel and transportation allowances.

C4020 EFFECT OF ABSENCE ON PER DIEM PAYMENT

*A. Absence due to Illness or Injury. See par. C7020 for per diem authority when an employee is incapacitated during travel because of illness/injury.

B. Detained in Quarantine. An employee on TDY is authorized per diem while detained in quarantine.

C. Leave and Non Workday

1. General. An employee is:

- a. Authorized per diem for a day leave is taken for only part of the workday (other than as provided in Ch 7, Part H)
- b. Not authorized per diem for a day when leave is taken for the whole workday.

2. Non Workday. A non workday is a legal Federal GOV'T holiday, weekend, or other scheduled non workday.

3. Per Diem

a. Authorized. Per diem is authorized:

- (1) On a non workday except when the employee returns to the PDS/place of abode, or
- (2) For not more than two non workdays if leave is taken for all workdays between the non workdays.

b. Not Authorized. Per diem is not authorized for a non workday when leave is taken for the whole workday before and the whole workday following the non workday.

D. Return to PDS on Non Workday. An employee who voluntarily returns home from TDY on a non workday is reimbursed for the round trip travel as provided in par. C4440.

E. Travel on a Non Workday to a Location other than the PDS

1. Per Diem/AEA. An employee, on TDY, who travels, for personal reasons, on a non workday from a TDY site to a location other than the place of abode/PDS is authorized per diem/AEA for the non workday NTE the amount payable had the employee remained at the TDY site.

2. Transportation. Transportation cost reimbursement is not authorized ([B-171266, 24 February 1971](#)).

F. Delay in Returning to PDS

1. When, for personal reasons (including leave), an employee does not return immediately to the PDS after TDY, the employee is authorized per diem for the time between when the employee reasonably could have left the TDY point and arrived at the PDS.
2. When the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructed departure day is the same day that the TDY is completed.
3. When return travel is by an authorized mode on which sleeping accommodations are *not* available, the constructed departure date is the morning of the day following TDY completion.
4. An employee is not expected to select a schedule that requires boarding/leaving a carrier between 2400 and 0600.
5. Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.

G. TDY Assignment Abandoned or Not Completed

- *1. General. Except as in Ch 7, Part A, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable.
2. Return to the PDS. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4025 TDY PRIOR TO REPORTING TO THE FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is authorized transportation expenses and per diem while performing the assigned duties.

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. Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*

*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. . Reimbursement for parking, ferry fares, or tolls are not authorized.

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. *Reimbursable expenses associated with driving a POC (e.g., parking, tolls) are not authorized.*

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](#)).

BLANK PAGE

CHAPTER 5**PERMANENT DUTY TRAVEL****Paragraph Title/Contents****PART A: APPLICABILITY AND GENERAL RULES**

C5000	SCOPE <ul style="list-style-type: none">A. GeneralB. Two or More Family Members EmployedC. Employee Married to Uniformed Service MemberD. Travel Order IssuanceE. Funding Responsibility
C5005	PCS TRAVEL ELIGIBILITY <ul style="list-style-type: none">A. PCS Travel in the GOV'T's InterestB. PCS Allowance EligibilityC. PCS Limitation Policy
C5008	PCS COUNSELING
C5010	ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/MOVEMENTS <ul style="list-style-type: none">A. Table 1 - Eligibility TableB. Tables 2 through 12
C5015	REASSIGNMENT/TRANSFER ADVANCE NOTICE
C5020	PCS ORDER
C5025	PCS REIMBURSEMENT PROVISIONS
C5030	TRAVEL AND TRANSPORTATION FUNDING <ul style="list-style-type: none">A. GeneralB. Movement between Different Departments and Agencies or DoD COMPONENTSC. Movement within the Same DoD COMPONENTD. RATE. Separation from OCONUS Employment
C5035	TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION <ul style="list-style-type: none">A. GeneralB. Employee Married to Employee/MemberC. Time LimitsD. Restrictions

<u>Paragraph</u>	<u>Title/Contents</u>
C5040	FUNDS ADVANCE <ul style="list-style-type: none">A. HHG Transportation and SIT Using the Commuted Rate MethodB. Non-Temporary (Extended) Storage of HHGC. Temporary Quarters Subsistence Expenses(TQSE)D. Real Estate Transaction and Unexpired Lease Expense AllowanceE. Transportation and Emergency Storage of POV

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE

C5050	MALT <ul style="list-style-type: none">A. POC TravelB. Mixed Transportation ModesC. Other Reimbursable Expenses
C5055	USE OF MORE THAN TWO POCS
C5060	ALLOWABLE PER DIEM <ul style="list-style-type: none">A. Travel of 12 or fewer hours (12-Hour Rule)B. POC Use to the GOV'T's AdvantageC. ExceptionD. POC Use Not to the GOV'T's AdvantageE. Per Diem Rates for PDTF. Per Diem Allowance ElementsG. 'Lodging Plus' Per Diem Computation MethodH. PDTI. Per Diem Computation Examples
C5062	EFFECT OF ABSENCE ON PER DIEM PAYMENT
C5065	COMPUTING POC TRAVEL REIMBURSEMENT <ul style="list-style-type: none">A. GeneralB. Reimbursement Computation Example for One POCC. Reimbursement Computation Example for Two POCD. MALT Computation Example for Two Separate Trips
C5070	TRAVEL AND TRANSPORTATION REIMBURSEMENT <ul style="list-style-type: none">A. Authorized PCS AllowancesB. Allowance RestrictionsC. Discretionary PCS Allowances

<u>Paragraph</u>	<u>Title/Contents</u>
C5075	PCS MOVEMENTS <ul style="list-style-type: none">A. GeneralB. Travel and Transportation AllowancesC. Agreements/Service Requirements/Violation AgreementsD. Alternate Origin and/or Destination Limitation
C5080	TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES <ul style="list-style-type: none">A. First Duty Station Travel EligibilityB. New Appointee and Student Trainee Appointments and Assignments to First PDSC. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of FunctionD. Return from Military DutyE. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDSF. Short Distance Transfers (PCS within Same City/Area)G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location
C5083	TDY STATION BECOMES PDS (See par. C4495)
C5085	SEPARATION TRAVEL FROM OCONUS DUTY <ul style="list-style-type: none">A. Eligible EmployeeB. Separation Travel and Transportation AllowancesC. Separation Travel and Transportation Allowances LossD. Limited Separation Travel and Transportation AllowancesE. Employee Not EligibleF. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
C5090	LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT <ul style="list-style-type: none">A. ApplicabilityB. Eligibility CriteriaC. Authorization/ApprovalD. Allowable ExpensesE. Expenses Not AllowableF. Origin and DestinationG. Time Limits for Beginning Travel and TransportationH. Funds Use

Paragraph Title/Contents**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**

SECTION C1: GENERAL

- C5100 ELIGIBILITY**
- A. General
 - B. Child's Age and Travel Eligibility

SECTION C2: PCS TRANSFERS

- C5105 TRANSFERS TO AND WITHIN CONUS**
- A. When Authorized
 - B. Origin and Destination
 - C. Transportation Mode and Routing
 - D. Expenses Authorized
 - E. Travel Order
 - F. Time Limitation
- C5110 TRANSFERS TO AND BETWEEN OCONUS PDS'S**
- A. When Authorized
 - B. Travel Origin and Destination
 - C. Concurrent Travel
 - D. Transportation Mode and Routing
 - E. Expenses Authority
 - F. Travel Authorization
 - G. Time Limit
- C5115 TRAVEL FROM AN OCONUS AREA**
- A. General
 - B. When Authorized
 - C. Travel Origin and Destination
 - D. Evacuation
 - E. Transportation Routing and Mode
 - F. Reimbursable Expenses
 - G. Travel Authority
 - H. Time Limitations

SECTION C3: RESERVED

Paragraph Title/Contents

SECTION C4: DEPENDENT PER DIEM RATES

- C5125 DEPENDENT PER DIEM RATES**
 - A. Travel En Route between an Employee's Old and New PDS
 - B. Per Diem Computation Example
 - C. Exclusions
 - D. Round-trip House Hunting Travel
 - E. Evacuation Travel
 - F. Student Dependent Travel to Attend School
 - G. Travel by Commercial Ship

- C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED**
 - A. General
 - B. Examples

SECTION C5: RESERVED

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION

SECTION D1: GENERAL

- C5150 GENERAL**

- C5152 ELIGIBILITY**

- C5154 BASIC ALLOWANCES**
 - A. General
 - B. Prescribed Weight Allowances
 - C. Professional Books, Papers, and Equipment (PBP&E)
 - D. Additional Consumable Goods
 - E. Weight Additive Articles
 - F. HHG Transportation Expenses
 - G. HHG Transportation and Storage Documentation
 - H. Loss or Damage Claims
 - I. Services
 - J. Employee Married to an Employee or to a Uniformed Service Member
 - K. HHG Transportation between Local Residences

Paragraph Title/Contents**SECTION D2: HHG TRANSPORTATION**

C5158 RE-TRANSPORTATION OF THE SAME HHG**C5160 TRANSPORTATION METHODS**

- A. HHG
- B. UB
- C. Actual Expense
- D. Commuted Rate
- E. Split Transportation
- F. Employee Responsibility
- G. Limitations
- H. Cost Comparison
- I. Multiple Transfers

C5165 FACTORS AFFECTING HHG TRANSPORTATION

- A. Combining Weight Allowances when Husband and Wife Are Both Employees
- B. Improper Transportation
- C. Items of Extraordinary Value
- D. Mobile Home Allowances
- E. HHG Transportation before a PCS Order Is Issued
- F. Time Limitation
- G. Alcoholic Beverage Shipment

C5167 TRANSPORTATION UNDER A PCS ORDER

- A. HHG Shipment between CONUS PDSs
- B. HHG Transportation to and between OCONUS PDSs
- C. HHG Transportation from OCONUS to CONUS PDSs

SECTION D3: HHG WEIGHT

C5168 ADMINISTRATIVE WEIGHT LIMITATIONS

- A. Policy
- B. Exceptions
- C. Transportation from a Weight-restricted Area

C5170 DETERMINING THE NET WEIGHT

- A. Crated Shipments
- B. Uncrated Shipments
- C. Containerized Shipments
- D. Constructed Weight

Paragraph **Title/Contents**

- C5175** **EXCESS CHARGES**
- A. Policy
 - B. Excess Weight beyond Employee Control

SECTION D4: HHG STORAGE

- C5190** **STORAGE IN TRANSIT (SIT)**
- A. General
 - B. Time Limitation
 - C. Reimbursement
 - D. HHG Partial Lot Withdrawal and Delivery from SIT
 - E. HHG Transportation and SIT Using the Commuted Rate Method

- C5191** **180 DAY SIT LIMIT EXTENSION**
- A. General
 - B. Requirements
 - C. Authority
 - D. Submission Process
 - E. Restrictions

- C5195** **NON-TEMPORARY STORAGE (NTS)**
- A. NTS of HHG for Duty at an Isolated CONUS PDS
 - B. HHG NTS ICW Moves to and between OCONUS Areas
 - C. NTS of HHG for a DoDDS Employee
 - D. NTS Converted to SIT

PART E: POV TRANSPORTATION

SECTION E1: GENERAL

- C5200** **GENERAL**
- A. Authorized Personnel
 - B. Rental Car
 - C. Miscellaneous POV Shipment Information
 - D. POV Transportation Requirements

- C5204** **SIZE LIMIT**

Paragraph Title/Contents**SECTION E2: OCONUS POV TRANSPORTATION**

C5208	ELIGIBILITY <ul style="list-style-type: none">A. GeneralB. CriteriaC. ConditionsD. Travelers Assigned to Johnston Island
C5212	AUTHORITY <ul style="list-style-type: none">A. Transportation Not AuthorizedB. Transportation Authorized
C5216	TRAVEL AND TRANSPORTATION TO/FROM PORTS <ul style="list-style-type: none">A. GeneralB. Alternate PortsC. Transportation to/from Ports/VPCs
C5220	CIRCUMSTANCES <ul style="list-style-type: none">A. Transfer or Assignment between OCONUS PDSsB. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUSC. Agreement Not Completed and Traveler Returns to CONUS for SeparationD. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T
C5224	SHIPMENT METHODS <ul style="list-style-type: none">A. GOV'T-arranged POV TransportationB. Traveler-arranged POV Transportation
C5228	DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY
C5232	REPLACEMENT POV TRANSPORTATION <ul style="list-style-type: none">A. GeneralB. Emergency ReplacementC. Non-emergency ReplacementD. Limitations
C5234	STORAGE ICW CONTINGENCY OPERATIONS TCS <ul style="list-style-type: none">A. GeneralB. EligibilityC. LimitationsD. LocationE. Expenses

Paragraph Title/Contents**C5235 CARE AND STORAGE****SECTION E3: CONUS POV TRANSPORTATION**

C5240 GENERAL**C5244 AUTHORIZATION**

- A. General
- B. Authorized Origin/Destination
- C. Towing Equipment Cost

C5248 SHIPMENT METHODS

- A. GOV'T-arranged POV Transportation
- B. Traveler-arranged POV Transportation
- C. Transporting a Specially Equipped Automobile between CONUS PDSs

PART F: MOBILE HOME TRANSPORTATION

C5250 GENERAL**C5255 AUTHORIZED TRANSPORTATION****C5260 GEOGRAPHIC LIMITATIONS**

- A. Authorized Origin/Destination Points
- B. Alternate Origin/Destination Points
- C. Transportation Limitations

C5265 ALLOWANCES

- A. General
- B. Transportation
- C. Employee Married to Employee
- D. Employee Married to Uniformed Member

C5270 TRANSPORTATION LIMITATIONS

- A. Limitation
- B. Responsibility

C5275 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

- A. General
- B. Transportation Conditions
- C. Allowed Transportation Costs
- D. Transportation Costs Not Allowed

<u>Paragraph</u>	<u>Title/Contents</u>
C5280	MOBILE HOME TOWED BY POC A. Allowances B. Preparation Costs Allowed
C5285	GOV'T-PROCURED TRANSPORTATION A. General B. GOV'T's Cost Obligation
C5290	TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS
C5295	ADVANCE PAYMENT
C5297	EMPLOYEE DEATH A. CONUS B. OCONUS

PART G: MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

C5300	GENERAL A. Purpose B. Advance Payments C. Mobile Home Relocation D. Lease Penalty Expense
C5305	ELIGIBILITY A. Employees Eligible for MEA B. Employees <i>Not</i> Eligible for MEA
C5310	REIMBURSEMENT A. General B. Minimum Payment C. Maximum Payment D. Reimbursable Costs E. Non-Reimbursable Costs F. Administrative Procedures

Paragraph Title/Contents**PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)**

SECTION H1: GENERAL

- C5350 PURPOSE**
- C5352 GENERAL**
A. TQSE Types
B. Foreign Transfer Allowance (FTA)
C. Subsistence Expenses
D. Restrictions
- C5354 TEMPORARY LODGING**
A. Definition
B. Limitations
- C5356 ELIGIBILITY**
A. Conditions
B. TQSE in Other Locations
C. Exclusions
D. Restrictions
- C5358 ALLOWANCE DUPLICATION**
A. TQSE Payment
B. TQSA Payment
C. Restrictions
D. TCS

SECTION H2: TQSE - ACTUAL EXPENSE (TQSE(AE))

- C5360 TQSE(AE) OPTION**
A. General
B. AEA
- C5362 AUTHORITY**
A. General
B. Considerations

<u>Paragraph</u>	<u>Title/Contents</u>
C5364	LIMITATIONS <ul style="list-style-type: none">A. Payment LimitationB. Time LimitationsC. Additional TQSE(AE) Period JustificationD. Occupancy Limitations
C5366	ELIGIBILITY PERIOD <ul style="list-style-type: none">A. Starting Temporary Lodging OccupancyB. Temporary Lodging Occupancy Time PeriodC. Ending Temporary Lodging Occupancy
C5368	RECEIPTS AND SUPPORTING DOCUMENTATION <ul style="list-style-type: none">A. Receipts and Supporting StatementB. Submitting TQSE(AE) Claims
C5370	PAYMENT <ul style="list-style-type: none">A. GeneralB. Actual Expenses AllowedC. Excess ExpensesD. Lodging with a Friend or RelativeE. ItemizationF. Conditions Affecting ReimbursementG. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging
C5372	COMPUTATION <ul style="list-style-type: none">A. TQSE(AE) CalculationB. Computation Examples
SECTION H3: LUMP SUM TQSE (TQSE(LS))	
C5380	TQSE(LS) OPTION
C5382	AUTHORITY <ul style="list-style-type: none">A. GeneralB. Considerations
C5384	LIMITATIONS <ul style="list-style-type: none">A. Payment LimitationB. Time LimitationC. Erroneous Advice Information

<u>Paragraph</u>	<u>Title/Contents</u>
C5386	ELIGIBILITY PERIOD
C5388	RECEIPTS AND SUPPORTING DOCUMENTATION
C5390	PAYMENT
C5392	COMPUTATION
	A. HHT
	B. Payment Basis
	C. TQSE(LS) Per Diem Rates/Percentages
	D. TQSE(LS) Computation Chart
	E. TQSE(LS) Computation Example

PART I: PET QUARANTINE

C5400	GENERAL
C5405	PET QUARANTINE REIMBURSEMENT
C5410	GENERAL PET INFORMATION
	A. GOV'T-funded Transportation Not Authorized
	B. Pet Quarantine Information
	C. U.S. Fish and Wildlife (FWS) Service Requirements
	D. Related Restrictions
C5415	EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

PART J: DEPENDENT EARLY RETURN

C5450	DEPENDENT EARLY RETURN
	A. Transportation
	B. Reimbursement
	C. Limitations
	D. Return of Former Spouse and/or Other Dependent

PART K: RESERVED

Paragraph Title/Contents**PART L: SERVICE AGREEMENTS**

SECTION L1: GENERAL

C5550	SERVICE AGREEMENT <ul style="list-style-type: none">A. GeneralB. Failure to Sign a Service AgreementC. Initial AgreementD. Renewal AgreementE. Appointment/Transfer to an OCONUS PositionF. More than One Service AgreementG. Subsequent Service AgreementsH. Reimbursement Disclosure Statement
C5552	PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT <ul style="list-style-type: none">A. GeneralB. Designated Personnel
C5554	ACTUAL RESIDENCE
C5556	ACTUAL RESIDENCE DETERMINATION <ul style="list-style-type: none">A. Appointees (Including Student Trainees)B. OCONUS Employment
C5558	SERVICE AGREEMENT REQUIREMENTS
C5560	SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION <ul style="list-style-type: none">A. Transportation and StorageB. Record Maintenance
C5562	SERVICE AGREEMENT PREPARATION AND DISPOSITION <ul style="list-style-type: none">A. GeneralB. Preparation and DispositionC. Service Agreement for OCONUS Employees other than School TeachersD. DoD Service Agreement - Transfer of Professional School Personnel OCONUSE. DoD Service Agreement - Transfer of Civilian Employees to and within CONUS

Paragraph Title/Contents

SECTION L2: INITIAL AGREEMENT

- C5564 INITIAL AGREEMENT NEGOTIATION**

- C5566 OCONUS LOCALLY HIRED INITIAL AGREEMENT**
 - A. General
 - B. Local Commander Negotiation Restrictions
 - C. Eligibility Determination
 - D. Travel and Transportation Authorization
 - E. Initial Service Agreement Requirements

SECTION L3: RENEWAL AGREEMENTS

- C5568 RENEWAL AGREEMENT NEGOTIATION**
 - A. General
 - B. Married Employees
 - C. Exception

SECTION L4: TOUR OF DUTY REQUIREMENTS

- C5570 TOUR OF DUTY REQUIREMENT**
 - A. General
 - B. Minimum Periods of Service
 - C. OCONUS

- C5572 STARTING TOUR OF DUTY**
 - A. Transfer to and within CONUS
 - B. Appointment to First PDS
 - C. OCONUS Agreements

- C5574 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY**
 - A. General
 - B. Acceptable Reasons for Release from Tour of Duty Requirements
 - C. Transfer to Other Departments/Agencies
 - D. Verification

Paragraph Title/Contents**SECTION L5: AGREEMENT VIOLATION**

C5576	AGREEMENT VIOLATION
	A. General
	B. Individual's Financial Responsibility
	C. Agreement Violation
C5578	AGREEMENT VIOLATION PENALTIES
C5580	TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT
C5582	RESPONSIBILITIES
	A. Employee
	B. Civilian Personnel Officer
	C. Finance, Fiscal, or Disbursing Officer
C5584	AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS
	A. General
	B. Exceptions
	C. Examples
C5586	AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE
	A. Violation during the First Year of Service under an Initial Service Agreement
	B. Violation after One Year of Service under an Initial Service Agreement
	C. Employee Serving under Renewal Agreements
	D. DoDEA Teacher
C5588	COMPUTATIONS
	A. General
	B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs
	C. Commercial Carrier Transportation Costs
	D. Travel Time Compensation
	E. Per Diem
	F. Employee Financial Responsibility to the GOV'T
	G. Return Travel Costs
	H. Sample Statement of Liability/Credit Violation of Renewal Agreement
	I. Sample Cases

Paragraph Title/Contents**PART M: HHT**

C5600	GENERAL
C5602	ELIGIBLE EMPLOYEE
C5604	INDIVIDUALS NOT ELIGIBLE FOR A HHT
C5606	SEPARATE TRIPS BY EMPLOYEE AND SPOUSE
C5608	WHEN A HHT MAY BEGIN
C5610	WHEN A HHT MUST BE COMPLETED
C5612	HHT AUTHORIZATION
C5614	CONSIDERATIONS <ul style="list-style-type: none">A. GeneralB. Arranging a Permanent Residence before a MoveC. Arranging a Permanent Residence while in Temporary LodgingD. Avoiding an Advance TripE. TDY at the New PDSF. Housing Information Assistance
C5616	PROHIBITIONS
C5618	TRIP DURATION
C5620	TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY
C5622	LOCAL TRANSPORTATION <ul style="list-style-type: none">A. General ExpensesB. Local TransportationC. Special Conveyance (Taxi/Cab) Use
C5624	SUBSISTENCE <ul style="list-style-type: none">A. GeneralB. MethodsC. Subsistence Calculation Examples

<u>Paragraph</u>	<u>Title/Contents</u>
C5626	EXPENSE DOCUMENTATION A. Transportation B. Subsistence Expenses
C5628	STATUS WHILE ON HHT
C5630	NO RETURN TO OLD PDS
C5632	HHT ADVANCE
C5634	HHT ICW TQSE A. TQSE(AE) B. TQSE(LS)

PART N: RELOCATION INCOME TAX (RIT) ALLOWANCE

C5650	RIT ALLOWANCE A. Purpose B. Payments/Reimbursements
--------------	--

PART O: TEMPORARY CHANGE OF STATION (TCS)

C5700	GENERAL
C5705	ELIGIBILITY A. Assignment B. Employee C. Service Agreement
C5710	CONDITIONS A. Component Cost Considerations B. Employee Tax Considerations C. Employee Concerns D. Equity Concerns E. Assignment Length F. Distance Requirement
C5715	TCS ALLOWANCES A. Basic Allowances B. Discretionary Allowances C. Allowances upon Assignment Completion D. TCS Allowances vs. Per Diem

<u>Paragraph</u>	<u>Title/Contents</u>
C5720	THE TEMPORARY OFFICIAL STATION BECOMES THE PDS
	A. Allowance Duration
	B. Payable Allowances
	C. Expenses Not Payable
C5725	SEPARATION FROM GOV'T SERVICE
	A. After Long-term Assignment Completion
	B. Before Long-term Assignment Completion

PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES

SECTION P1: GENERAL

C5750	GENERAL
	A. Conditions
	B. Requirements ICW Reimbursement
	C. Time Limit for Residence/Lease Termination Transactions
	D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS
	E. Residence Sale in Anticipation of Transfer
	F. Examples
	G. General
	H. Reimbursement
	I. FTA and HSTA Lease Penalty
C5753	EXCLUSIONS
C5756	ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE
	A. Reimbursable Expense
	B. Reimbursement Limit
C5759	REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS
	A. Application for Reimbursement of Expenses
	B. Claim Submission
	C. Review and Approval of Reasonable Charges
	D. Approval of Payment
	E. Privacy Act Statement
C5762	UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT
	A. Allowable Expenses
	B. Claim Procedure

Paragraph Title/Contents**C5765 RETURN FROM MILITARY DUTY****SECTION P2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART**

C5770 GSBCA, CBCA, AND CG DECISIONS

- A. Reimbursable and Non-reimbursable Expenses
- B. Broker's Fees and Real Estate Commissions
- C. Advertising, Selling, and Appraisal Expenses
- D. Legal and Related Expenses
- E. Miscellaneous Expenses
- F. Reimbursable Items
- G. FHA or VA Loan Application Fee
- H. Loan Origination Fees and Similar Charges
- I. Mortgage and Transfer Taxes
- J. State Revenue Stamps
- K. Other Similar Charges
- L. Charge for Prepayment of Mortgage
- M. Mortgage Title Insurance Policy
- N. Owner's Title Insurance Policy
- O. Expenses Related to Construction of a Residence that are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence
- P. Expenses that Result from Construction of a Residence
- Q. Non-reimbursable Items
- R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property
- S. Interest on Loans, Points, and Mortgage Discounts
- T. Property Taxes
- U. Operating or Maintenance Costs
- V. Finance Charges
- W. Losses Due to Prices or Market Conditions at the Old and New PDS
- X. Other Sale and Purchase of Residence Expenses
- Y. Overall Limitations
- Z. Settlement of an Unexpired lease
- AA. Exclusions
- AB. Employee Must Incur Costs
- AC. Employee Must Actually Sell/Purchase Real Estate
- AD. Miscellaneous Expenses
- AE. Regularly Commutes
- AF. Relocation Services
- AG. Title Issues
- AH. Home Inspection Fee
- AI. Home Marketing Incentive Program

<u>Paragraph</u>	<u>Title/Contents</u>
AJ.	Extensions for Sale of Residence
AK.	Real Estate -- New Employee
AL.	Waiver of Debt
AM.	Retirement
AN.	Relocation Income Tax (RIT) Allowance

SECTION P3: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE

C5775	RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE
--------------	---

PART Q: RELOCATION SERVICES

SECTION Q1: GENERAL

C5800	GENERAL
	A. DoD Contract Services
	B. DoD Component Responsibilities
C5805	ELIGIBILITY CONDITIONS AND LIMITATIONS
	A. Eligible Employee
	B. Person Not Covered
	C. Limitations
	D. TCS
C5810	PROCEDURAL REQUIREMENTS AND CONTROLS
	A. Employee Option
	B. Dual Benefits Prohibited
	C. Payment Restrictions
	D. Maximum Home Value
	E. Order

SECTION Q2: PROPERTY MANAGEMENT (PM) SERVICES

C5815	GENERAL
	A. Purpose
	B. When PM Services May Be Authorized
	C. Obtaining PM Services
	D. PM Services
	E. Income Tax Consequences of PM Services
	F. Ineligible Employee

<u>Paragraph</u>	<u>Title/Contents</u>
C5820	PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS A. General B. PM Services Payment Duration C. PM Services Continuation
C5825	PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS A. Authorized PM Services B. PM Services in Lieu of Residence Sale C. Repayment of PM Expenses D. Residence Sale after Electing PM Services E. PM Services Payment Duration
C5830	PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS A. General B. PM Services Payment Duration C. Residence Sale Incident to Temporary Official Station Becoming the PDS

SECTION Q3: HOME MARKETING INCENTIVE PAYMENTS

C5835	GENERAL A. Purpose B. Definitions C. Tax Consequences
C5840	ELIGIBILITY
C5845	PAYMENT CONDITIONS A. Eligible Employee B. Relocation Services Fee C. Authorization
C5849	MAXIMUM AMOUNT PAYABLE A. Payment Limitations B. Payment Examples

PART R: RESERVED

Paragraph Title/Contents**PART S: POC PERMANENT DUTY TRAVEL**

C5900	AUTOMOBILE USE <ul style="list-style-type: none">A. GeneralB. Using One or Two POCsC. Using More than Two POCsD. Parking, Tolls and Other CostsE. POC Use to and from Transportation Terminal or PDS
C5905	AIRCRAFT <ul style="list-style-type: none">A. Privately Owned AirplaneB. Privately Owned Aircraft other than Airplane (e.g., Helicopter)
C5910	PRIVATELY-OWNED MOTORCYCLE <ul style="list-style-type: none">A. PCS-related Travel PolicyB. TDY-related Travel PolicyC. Travel TimeD. Computation
C5915	TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

BLANK PAGE

SECTION 2: OCONUS POV TRANSPORTATION

NOTE: See Section 3 for CONUS POV transportation.

C5208 ELIGIBILITY**A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at GOV'T expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

B. Criteria

1. One POV may be transported at GOV'T expense when it is in the GOV'T's interest for the traveler to have POV use at the PDS ([FTR §302-9.501](#)). The POV must be in operating order, legally titled and tagged for driving by a licensed traveler named on the relocation travel order ([FTR §§302-9.302](#) and [302-9.504-506](#)).
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the GOV'T's interest for the traveler to retain the POV at the PDS.
3. A written record of any determination must be filed IAW personnel directives.

C. Conditions. A determination/re-determination that it is "in the GOV'T's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

D. Travelers Assigned to Johnston Island

1. A traveler, assigned to Johnston Island, may transport one POV at GOV'T expense from the port/VPC serving the old PDS to the port/VPC serving HI if HI is the location at which dependents are to reside during the specified tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving HI to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving HI to the port/VPC from which the POV was originally transported to HI.

C5212 AUTHORITYA. Transportation Not Authorized. POV transportation is not authorized when:

1. The employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries. However, the Agency may authorize POV transportation when it is to the GOV'T's advantage IAW par. C5208. Par. C2166 concerns oceangoing car ferry use.
2. The local GOV'T:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
3. Pertinent DoD COMPONENT regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to HI under par. C5208-D;
4. A POV is purchased in a non foreign OCONUS area by a traveler not permanently assigned in that non foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non foreign OCONUS PDS. This item prohibits only the transportation at GOV'T expense incident to the traveler's PCS following vehicle purchase; or
5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.
***NOTE:** [Title 5 USC §5727](#) authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the GOV'T's interest for the employee to have had a POV at the OCONUS PDS ([68 Comp. Gen. 258 \(1989\)](#)).*

Example 1: A traveler residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

Example 2: A traveler residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the GOV'T's interest for the employee to have a POV at the HI PDS.

Example 3: An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the GOV'T's interest for the employee to have a POV at the HI PDS.

Example 4: An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the GOV'T's interest for the employee to have the POV in HI.
6. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. C5208 or C5550, unless determined that it is in the GOV'T's interest ([CBCA 827-RELO, 4 October 2007](#)).
7. The POV is not in operating order, or is not legally titled and tagged for driving; or there is no traveler cited on the relocation travel order who is licensed to drive the POV. See [FTR §§302-9.301, 302-9.302, 302-9.501](#) and [302-9.504-6](#).

Part E: POV Transportation/Section 2: OCONUS POV Transportation

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C5550;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to HI IAW par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the GOV'T's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to HI IAW par. C5208-D, and the traveler is returning through transfer for the GOV'T's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the GOV'T's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to HI IAW par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the GOV'T's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the GOV'T's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the GOV'T's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C5550; or
7. Is stationed at an OCONUS PDS where initially it was in the GOV'T's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at GOV'T expense to the port/VPC serving the actual residence.

C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS**A. General**

1. POV transportation at GOV'T expense is:
 - a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. C5208-D.
2. *Shipment may not be authorized at GOV'T expense between CONUS port/VPCs for the traveler's convenience.*
3. Transportation at GOV'T expense includes port handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.

Part E: POV Transportation/Section 2: OCONUS POV Transportation

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Alternate Ports

1. Transportation at GOV'T expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For an employee assigned to Johnston Island, transportation at GOV'T expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The GOV'T's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS. For an employee assigned to Johnston Island, the GOV'T's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.

3. When an employee is authorized to return a POV at GOV'T expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. C5208-D.

4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The GOV'T's transportation cost liability is NTE the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non foreign OCONUS area (APP A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

C. Transportation to/from Ports/VPCs

1. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD COMPONENT must pay the entire cost of transporting the POV from the:

a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or

b. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation, to the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC (FTR §302-9.104)

a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and

b. Limited to the actual cost of having the POV transported between the:

(1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC,

(2) Port/VPC and the traveler's new OCONUS PDS, or

(3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

Part E: POV Transportation/Section 2: OCONUS POV Transportation

3. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC ([FTR §302-9.104](#))

a. **Per Diem Not Allowed.** *Per diem is not authorized when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.*

b. **Status.** Administrative Leave and duty status incident to a PCS is addressed in [DoDI 1400.25, Vol. 630](#)

c. **Overall Reimbursement Limitation.** When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

d. **Reimbursement Limitations.** Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

- (1) Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

e. **PCS MALT Reimbursement.** Reimbursement is authorized at the applicable PCS MALT rate in par. C2505 for one-way travel for the official distance traveled (as appropriate):

- (1) To the port/VPC to deliver the POV, and
- (2) From the port/VPC after reclaiming the POV.

f. **Transportation Reimbursement.** Limited reimbursement is authorized for the actual one-way return transportation cost:

- (1) From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- (2) To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

g. **Reimbursement Examples.** The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. C5216-C3c cost limitations.

(1) The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC plus a \$3 tip to the driver. **A transportation related tip is reimbursable IAW APP G.** Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$38 for between port/VPC and airport transportation = \$84.

(2) The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 including a \$5 tip is \$185; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$300 for the one-way transportation cost of \$185 and one-way PCS MALT of \$115.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

Part E: POV Transportation/Section 2: OCONUS POV Transportation

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in APP A.

a. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;
- (3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);
- (4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- (1) the transportation cost for the traveler or the traveler and dependents, from the vehicle loading port/VPC to which the traveler delivers the POV, to the passenger POE; or
- (2) PCS MALT from the POE, at which the traveler drops off dependents, to the vehicle loading port/VPC to which the traveler delivers the POV, and the traveler's return transportation to the POE;
- (3) the transportation cost for the traveler or traveler and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- (4) the traveler's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the traveler returns there to pick up dependents.

C5220 CIRCUMSTANCESA. Transfer or Assignment between OCONUS PDSs

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at GOV'T expense provided the maximum amount the GOV'T pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in HI for an employee assigned on Johnston Island whose dependents reside in HI.
2. If, due to changed circumstances at a PDS, it is no longer in the GOV'T's interest for the traveler to have a POV at the PDS, the traveler may transport it at GOV'T expense to another OCONUS PDS to which the traveler is transferred if it is in the GOV'T's interest for the traveler to have the POV there.
3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at GOV'T expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the GOV'T may not pay more than the transportation cost from the place to which it was last transported at GOV'T expense.

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DoD COMPONENT concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the GOV'T's convenience, the GOV'T may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not

Part E: POV Transportation/Section 2: OCONUS POV Transportation

pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DoD COMPONENT concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the GOV'T may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the traveler to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the GOV'T may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the GOV'T, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at GOV'T expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world, but the GOV'T's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.
3. Any excess costs are the traveler's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

C5224 SHIPMENT METHODS**A. GOV'T Arranged POV Transportation**

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

B. Traveler Arranged POV Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5228 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the GOV'T's advantage, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

C5232 REPLACEMENT POV TRANSPORTATION

A. General. When a POV, transported at GOV'T expense to an OCONUS area or to HI for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the par. C5232-B or C5232-C conditions are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DoD COMPONENT concerned.

C. Non Emergency Replacement. Non emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)); and
2. It is in the GOV'T's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at GOV'T expense within any 4-year continuous service period.
2. One non emergency replacement POV may be transported at GOV'T expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5234 STORAGE ICW CONTINGENCY OPERATIONS TCS

A. General. The term "contingency operations" under 10 USC §1482a(c)(2) includes humanitarian operations, peacekeeping operations, and similar operations. This definition is in addition to the APP A definition. See APP A, CONTINGENCY OPERATIONS.

B. Eligibility. An employee (or dependent of an employee) is eligible to have one POV temporarily stored at a storage facility if the employee is:

1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and

Part E: POV Transportation/Section 2: OCONUS POV Transportation

2. Eligible for expenses authorized in JTR, CH 5, Part O (FTR Part 302-3), and
3. The head of your agency determines it would be to the GOV'T's advantage to authorize storage of a POV.

C. Limitations

1. Not more than one POV at any given time during the TCS period.
2. Only one POV may be stored at GOV'T expense for the duration of the TCS.

D. Location. POV storage may be at a place determined to be reasonable by the Agency concerned whether the POV is already located at, or is being transported to, the post of duty (FTR, §302-9.401).

E. Expenses

1. Allowable expenses for the temporary storage of the POV owned or leased by the employee or dependent of the employee that is used for personal use of the employee/dependent include:
 - a. Necessary expenses for actual storage,
 - b. Readying the POV for storage and for return to the traveler after the emergency has ended,
 - c. Local transportation expenses to and from storage, and
 - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

C5235 CARE AND STORAGE

The GOV'T's responsibility begins when the POV is accepted for storage and continues (including during continued storage at employee's expense) until the POV is delivered to the employee. The USTC website at: http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf, "Storing your POV" at: http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf for the employee's responsibilities and other requirements related to storing a POV. ***Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.*** An employee is financially responsible for storage and/or transportation of additional POVs.

BLANK PAGE

SECTION 1: GENERAL

C5800 GENERAL

A. DoD Contract Services. A DoD COMPONENT may offer relocation services to an eligible employee. The DoD National Relocation Program (DNRP) offers authorized transferring DoD employees departure and destination area relocation services including:

1. Home Marketing Assistance;
2. Guaranteed Home Sale;
3. Property management (PM) services (Ch 5, Part Q, Section 2);
4. Home Finding Assistance; and
5. Mortgage Assistance.

DNRP relocation services are provided by national Relocation Service Company (RSC) third-party contractors.

B. DoD COMPONENT Responsibilities. Each DoD COMPONENT must:

1. Determine to which employee relocation services use is offered, and
2. Determine to what extent relocation services are offered, and
3. Determine the conditions under which relocation services are offered, and
4. Provide relocation information counseling at the earliest possible date after selection of an employee and prior to an employee transferring within/between DoD COMPONENTS or to another agency, and
5. Determine how counseling provided will be monitored and evaluated

C5805 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the GOV'T's interest (not primarily for the employee's convenience/benefit, or at the employee's request (other than answering a vacancy announcement)), and
2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); or
3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:
 - a. Residence transaction expenses reimbursement in par. C5750-D, and
 - b. PM services IAW Ch 5, Part Q2.

C. Limitations. If the employee violates the service agreement terms, the GOV'T reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company IAW Ch 5, Part L.

D. TCS. A service agreement is not required for PM services, IAW par. C5830, for a TCS.

C5810 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract ([CBCA 647-RELO, 9 Aug 2007](#) and FTR, §302-12.5).

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. C5750-G.

2. A DoD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-GOV'T employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C5750-H. The same logic and provisions apply regarding relocation services.

D. Maximum Home Value

1. Under the DoD relocation contract the maximum home value for which home sale services are payable is \$750,000, unless waived by the funding activity.

2. If a home is sold under a home sale program at a price exceeding \$750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

*E. Order

*1. Relocation Services authorization must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) ICW APP I3, par. E1b(7).

*2. *An exception may be made* if mandatory authorization (BRAC move) was omitted through error or inadvertence in preparing the order (GSBCA [16437-RELO, 22 Sep 2004](#)).

CHAPTER 6**EVACUATIONS AND ADVERSE CONDITIONS****Paragraph Title/Contents****PART A: EVACUATION TRAVEL**

C6000	LEGAL BASIS <ul style="list-style-type: none">A. Transportation AuthorityB. Pay and AllowancesC. Department of State (DoS) Standardized Regulations (DSSR)D. Memorandum of AgreementE. Office of Personnel Management (OPM) Regulations
C6005	FOREIGN AREA EVACUATION <ul style="list-style-type: none">A. Applicable RegulationsB. Authorizing/Ordering an EvacuationC. Authorized TransportationD. Subsistence Expense Allowance (SEA)E. Actual Expense Allowance (AEA)
C6010	CONUS/NON-FOREIGN OCONUS AREA EVACUATION <ul style="list-style-type: none">A. Applicable RegulationsB. Authorizing/Ordering an EvacuationC. Authorized TransportationD. Limited EvacuationE. Per Diem/Subsistence Expense
C6015	SAFE HAVEN <ul style="list-style-type: none">A. OCONUS Foreign Area EvacuationB. CONUS/Non-Foreign OCONUS Area EvacuationC. U.S. EvacuationD. Limited Evacuation
C6020	EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION <ul style="list-style-type: none">A. EligibilityB. LocationC. Expenses
C6022	ADVANCE FOR POV TRANSPORTATION AND EMERGENCY STORAGE (FTR §302-9.11)
C6025	POV SHIPMENT

Paragraph Title/Contents

C6030 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

PART B: ADVERSE CONDITIONS TRAVEL

C6100 LEGAL BASIS

C6105 ADVERSE LIVING CONDITIONS

C6110 TRANSPORTATION TO AN ALTERNATE LOCATION

- A. Alternate Destination Point
- B. Subsequent Transportation of Dependents/HHG
- C. Authorization Restrictions

PART C: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA**SECTION C1: DSSR, CH 600 INDEX**

C6200 DSSR, CH 600-INDEX

SECTION C2: DSSR CH 600 DEFINITIONS

C6200 DSSR, CH 600-DEFINITIONS

SECTION C3: DSSR, CH 600, SUBPARS. 611-639

C6200 DSSR, CH 600 PARS. 611-639

SECTION C4: DSSR, CH 600 FAQs

C6200 DSSR, CH 600-FAQs

SECTION C5: DSSR, CH 600, EVACUATION PAYMENTS

C6200 DSSR, CH 600 – EPW EVACUATION PAYMENTS WORKSHEET

Paragraph Title/Contents**PART D: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE U.S.**

C6300 OPM REGULATIONS**PART E: PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION****C6305 PURPOSE****C6310 ‘LODGING PLUS’ PER DIEM FOR AN EVACUATED EMPLOYEE/DEPENDENT**

- A. Safe Haven Allowance Authorization
- B. Actual Expense Restriction
- C. Lodging Plus
- D. Expenses
- E. Lodging Reimbursement
- F. Lodging with a Friend/Relative
- G. M&IE Payment
- H. GOV’T Dining Facility/Mess
- I. Advance Payment

C6315 PER DIEM COMPUTATION

- A. General
- B. Computation Example

BLANK PAGE

PART A: EVACUATION TRAVEL

C6000 LEGAL BASIS

A. Transportation Authority

1. Title 5 USC §5725 provides authority for GOV'T expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.
2. See Ch 6, Part C for foreign area evacuations.
3. See Ch 6, Part D for U.S. and non-foreign OCONUS area evacuations.

B. Pay and Allowances

1. [DoDI 1400.25, Vol. 1250](#) DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part C, DSSR, Section 615 for foreign area evacuations.
3. See Ch 6, Part D, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

C. Department of State (DoS) Standardized Regulations (DSSR)

1. DoDI 1400.25, Vol. 1250 DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part C for an annotated extract of DSSR, Ch 600, modified to relate to a DoD civilian employee.
3. The DoS regulations apply for evacuations from, or within, any foreign area. See APP A for "foreign area".

D. Memorandum of Agreement. Memorandum of Agreement, dated 14 July 1998, DoD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses:

1. Policy objectives,
2. Interagency checklist and other related documents,
3. Responsibilities,
4. Authority to invoke an emergency evacuation plan,
5. Responsibility for military operations, and
6. Organization for emergency evacuation planning.

E. Office of Personnel Management (OPM) Regulations

1. OSD/CPM adopted OPM regulations, 5 CFR, Part 550, Subpart D, Payments during Evacuation.
2. See Ch 6, Part D for DoD implementation of 5 CFR, Part 550, Subpart D.
3. OPM regulations apply to U.S. and non-foreign OCONUS area (see APP A) evacuations.

C6005 FOREIGN AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part C.

B. Authorizing/Ordering an Evacuation

1. DoS determines when an evacuation from a foreign area is necessary.
2. The SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants, in appropriate circumstances, such as:
 - a. A Presidential declaration of national emergency, or
 - b. Directed reinforcement of U.S. Armed Forces in a theatre, or
 - c. To accommodate force protection or antiterrorism considerations,
3. SECDEF authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DoS and DoD, 14 July 1998.
4. A commander of a COCOM or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:
 - a. Timely communication with the DoS is not possible,
 - b. There is no DoS presence in the area concerned, and/or
 - c. Time and communications do not permit the Commander to receive authorization from the SECDEF (USD (P&R)) without jeopardizing the U.S. citizens.
5. The DoD (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 26 February 2013).
6. PoC for DoD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD for DoD agencies. The directory lists office symbols and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:
 - a. Return to the PDS from which evacuated;
 - b. Transfer or reassignment of the employee to another PDS;
 - c. Return to actual residence; or
 - d. Transportation to the final safe haven.

NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

2. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Subsistence Expense Allowance (SEA). See Ch 6, Part C for SEA.

E. Actual Expense Allowance (AEA). *AEA in Ch 4, Part C is not authorized/approved for evacuations from foreign OCONUS areas.*

C6010 CONUS/NON-FOREIGN OCONUS AREA EVACUATION

A. Applicable Regulations. See Ch 6, Part D and par. C6010-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

1. The SECDEF, or the Secretary's designated representative (USD (P&R)) for employees of a DoD COMPONENT and the employees' dependents (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The [directory](#) lists office symbols and phone numbers for Civilian Advisory Panel members.*);
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees of the respective Service and the employees' dependents;
3. The head of a DoD COMPONENT (see APP A) or designated representative;
4. The commander of a U.S. INSTALLATION (see APP A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. C6010-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:

- a. Return to the PDS from which evacuated;
- b. Transfer/reassignment to another PDS; or
- c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).

2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).

3. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.

2. When an official designated in par. C6010-B authorizes/orders a limited evacuation, transportation allowances are limited to:
 - a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return; or,
 - b. Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part D, Section 550.405.
2. Actual Expense Allowance (AEA). *AEA in Ch 4, Part C is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.*

C6015 SAFE HAVEN

- A. OCONUS Foreign Area Evacuation. See SAFE HAVEN in Ch 6, Part C, par. 610(l).
- B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part D, par. 550.402(g).
- C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at GOV'T expense.
- D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be GOV'T QTRS, determined to be suitable by the appropriate authority in par. C6010-B who authorized/ordered the limited evacuation. See par. C6010-D.

C6020 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION

- *A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:
1. Transported/authorized to have been transported, at GOV'T expense to the PDS under this Part, or
 2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the GOV'T's interest."
- *B. Location. POV storage may be at a place determined to be reasonable by the DoD COMPONENT concerned whether the POV is already located at, or being transported to, the post of duty ([FTR, §302-9.401](#)).
- *C. Expenses
1. Allowable expenses for the emergency storage of the traveler's POV include:
 - a. Necessary expenses for actual storage,
 - b. Readying the POV for storage and for return to the traveler after the emergency has ended,
 - c. Local transportation expenses to and from storage, and
 - d. Other necessary expenses relating to storage and transportation.

2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

***C6022 ADVANCE FOR POV TRANSPORTATION AND EMERGENCY STORAGE ([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.

C6025 POV SHIPMENT

There is no authority to ship a POV ICW an evacuation. A POV may be shipped at GOV'T expense IAW the provisions in Ch 5, Part E, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

C6030 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

TQSE is not authorized for an evacuation. See Ch 5, Part H.

BLANK PAGE

APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

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

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

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

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>ATM Use (Civilian Employee).</p> <ol style="list-style-type: none"> <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card. DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC. 			X	X
<p>ATM Use (Uniformed Member)</p> <ol style="list-style-type: none"> Reimbursement is authorized for administrative fees for ATM use to obtain money with: <ol style="list-style-type: none"> The GTCC, or An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized/approved by the AO for an ATM travel advance. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT. DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC. 	X	X		
<p>Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation (APP A1 'Baggage' definition) costs may be authorized/approved by the AO (JFTR, par. U3105 and JTR, par. C3105). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.</p>	X	X	X	X
<p>Baggage Expenses. Reimbursement may be authorized/approved for necessary travel and transportation related baggage expenses 'handling' incurred on official business per the AO determination. This includes expenses for accompanied baggage that accompanies a traveler without cost on a transportation ticket such as baggage transfer fee when authorized. Charges relating to bags may be reimbursed as baggage or excess accompanied baggage expenses (APP A 'Baggage' definition) when the Service/DoD COMPONENT determines the baggage and related expenses are necessary and in the GOV'T's interest. Baggage expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission. Reimbursable expenses include:</p> <ol style="list-style-type: none"> <u>Baggage Transfer</u>. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel. <u>Baggage Storage</u> when charges are result of official business (with explanation). <u>Curbside Baggage Check In Fee</u> 	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>a. Uniformed Member. Reimbursement of a fee charged for the use of optional curbside baggage check in service is not authorized. A tip, separate from the fee itself, is reimbursable.</p> <p>b. Civilian Employee. Reimbursable only when authorized under JTR, par. C7425-4, for a traveler with a disability/special need.</p>				
<p>Baggage Handling Tips. Reimbursement is authorized/approved for necessary travel and transportation related baggage handling tip expenses incurred on official business per the AO determination. Baggage handling tip expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission.</p> <p>1. Uniformed Member</p> <p>a. Transportation Terminal. Reimbursement is authorized for customary tips for handling <i>any</i> baggage (personal and/or GOV'T) at a transportation terminal.</p> <p>b. Lodging Establishment. Reimbursement is authorized <i>only</i> for transportation related tips for handling <i>GOV'T property</i> at lodging establishments.</p> <p>2. Civilian Employee. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <i>not</i> items for separate reimbursement <i>except</i> for the following:</p> <p>a. A traveler with a disability/special need (JTR, par. C7425-4),</p> <p>b. Handling of GOV'T property,</p> <p>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</p> <p>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent travels with the sponsor.</p>	X	X	X	X
<p>Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.</p>	X	X	X	X
<p>Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).</p>	X	X	X	X
<p>Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p>Communication Services. GOV'T owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication (i.e., prepaid phone cards, cell phones, subscriber identity module (SIM) cards) or in flight communication services are not reimbursable unless the AO can determine they were used for official business.</i></p>		X		X
<p>Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In flight computer connections are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p>Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR/JTR, Chs 3, Part D.</p>	X	X	X	X
<p>Currency Conversion Fees</p> <p>1. Reimbursable</p> <p>a. The fee charged ICW currency conversion, including cash conversions.</p> <p>b. The "international transaction fee" for official qualifying transactions charged by:</p> <p>(1) GTCC. This 1% charge is listed as a separate line item on the billing statement.</p> <p>(2) Other than GTCC. When a member (<i>NOT A CIVILIAN EMPLOYEE</i>) is formally exempt from using the GTCC, this</p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
charge on a non GTCC billing statement is reimbursable.				
2. <u>Not Reimbursable</u> . Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.				
3. <u>Exchange Rates</u> . A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.				
4. <u>Supplemental Vouchers</u> . A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.				
<u>Conveyance, Government</u> . When a GOV'T conveyance is authorized, reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are: 1. Gasoline and oil; 2. Parking fees; 3. Repairs; 4. Ferry fares; 5. Bridge, road or tunnel tolls; 6. trip insurance for travel in foreign countries (APP G, Insurance, Driving Related); 7. Guards; and 8. Storage fees.		X		X
<u>Disease Prevention Measures</u> . When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
<u>Driver (Vehicle) Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Energy Surcharge Fees</u>	X	X	X	X
<u>Green Card</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<u>GTCC</u> 1. <u>Late Payment Delinquent Fees</u> . Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements. 2. <u>Expedited Delivery</u> . Reimbursable when authorized/approved by the AO. 3. <u>Chip/PIN Card Issue Fee</u> . Reimbursable when authorized/approved by the AO.	X	X	X	X
<u>See Merchant Surcharge</u>				
<u>Guide Services</u> . Reimbursable when authorized/approved by the AO.		X		X
<u>Insurance, Driving Related</u> . Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance or POC.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry Cleaning Expenses (Civilian Employee Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY or PCS travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging. 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.			X	X
Laundry/Dry Cleaning Expenses (Uniformed Member Only) 1. <u>Reimbursable for CONUS Travel.</u> Costs for personal laundry, dry cleaning and/or pressing of clothing incurred during TDY travel (not prior to departing from the PDS nor after returning to/arriving at the PDS) are a separately reimbursable travel expense up to an average of \$2/TDY night, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16), etc. <i>NOTE: Laundry/dry cleaning/pressing costs are a reimbursable expense and should only be reimbursed when a cost is incurred. Example: Member is TDY for 18 days (17 nights) - maximum possible reimbursement is \$34. Member incurs \$17 for laundry costs. The amount claimed and reimbursed should be \$17 as it does not exceed the allowable \$34 maximum. The member may not arbitrarily claim or be paid \$34.</i> 2. <u>Not Reimbursable for OCONUS Travel.</u> <i>Laundry/dry cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the significantly higher locality IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X		
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad. 4. <i>This reimbursement applies only to a member/employee but not dependents.</i>	X	X	X	X
Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact (except as provided in par. U4135-B2) by the AO. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
Lodging, Mandatory Fees/Charges. Separately reimbursable, in addition to room rate, when the expense is: a. not optional; and b. approved by the AO. Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'			X	X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>Lodging Tax (except when 'MALT Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A).</p> <p>1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.</p> <p>2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i>.</p>	X	X	X	X
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
<p>Merchant Surcharge (Civilian Employee).</p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged to the GTCC.</p> <p>2. Reimbursement is not authorized for merchant surcharge for the use of a personal charge card.</p> <p>3. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p> <p>4. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>			X	X
<p>Merchant Surcharge (Uniformed Member)</p> <p>1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged with:</p> <p>a. The GTCC, or</p> <p>b. A personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel.</p> <p>2. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.</p> <p>3. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.</p>	X	X		
<p>Mission Related Expenses. Mission related expenses <i>are not reimbursable as travel expenses</i>. These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), use of clerical assistance (e.g., typists, data processors, stenographers), technology equipment (e.g., computers, printers, faxing machines, and scanners), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981. See DoDFMR Volume 10, Ch 11 for reimbursement.</p>				
<p>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</p> <p>1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.</p> <p>2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/canceled/interrupted.</p> <p>3. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein.</p> <p>4. The AO should consider if the:</p> <p>a. Traveler acted reasonably and prudently in incurring lodging expenses;</p> <p>b. Traveler had a reasonable expectation of completing the TDY as authorized;</p> <p>c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and</p> <p>d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.</p>		X		X
<p>Paper Tickets. Any additional paper ticket cost is reimbursable when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler's financial responsibility.</i></p>	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round trip to the terminal are authorized. JFTR, par. U4780 and JTR, par. C4780.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.	X	X	X	X
<p>1. <u>Reimbursement Eligibility</u></p> <p>a. <u>General.</u> Reimbursement is authorized for a:</p> <ul style="list-style-type: none"> (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's), <p>b. <u>Uniformed Member.</u> Reimbursement authority is for a member who is:</p> <ul style="list-style-type: none"> (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. <p>c. <u>Civilian Employee.</u> Reimbursement authority is for an employee who is:</p> <ul style="list-style-type: none"> (1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY or a dependent.) (2) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (3) Serving under a service or renewal agreement, and (4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or (5) Emergency Technical Support Personnel. See item 5 below. <p>d. <u>Dependent</u> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <ul style="list-style-type: none"> (1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area. <p>2. <u>Acquired Dependent (Uniformed Member Only).</u> A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees.</u> Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee.</u> Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel.</u> A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel.</u> These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (USCIS Form I-551). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. GOV'T empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. <u>Legal Service Fees.</u> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p> <p>8. <u>Medical Expenses.</u> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <u>Passport Fees.</u> An official traveler ordinarily travels on a no fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>10. <u>Physical Examination Fees.</u> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Order for Visas and Physical Examinations.</u> An order should be issued to authorize/approve (JFTR/JTR, pars. U2210/C2210 and JTR, APP I2)) travel and transportation at GOV'T expense to:</p> <ul style="list-style-type: none"> a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. <p>12. <u>Travel Not Required.</u> Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<p>Personal Expenses. <i>Personal expenses are NOT reimbursable.</i> These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</p>				
<p>Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.</p>	X		X	
<p>Phone Calls (Official)</p> <p>1. The AO:</p> <ul style="list-style-type: none"> a. May determine certain communications to a traveler's home/family are official and are reimbursable (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary) and should limit these communications to a dollar amount in advance of TDY, b. May determine certain communications to reserve lodgings are official and are reimbursable, and c. May approve charges after TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p>Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Prepaid Phone Cards/Cell Phones. See Communication Services.				
Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X
Privately Owned Conveyance Tax and License Fee (B-214930, 1 October 1984). CIVILIAN EMPLOYEE ONLY: A. <u>General.</u> Some states: 1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and 2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state. B. <u>Traveler Paid Charges.</u> If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and licensing fee by the TDY state the traveler is reimbursed for such fees if all of the following conditions are met: *1. POC use is authorized as being to the GOV'T's advantage ICW a TDY assignment (see par. C4775). 2. The traveler's PDS is not the state in which the TDY assignment is performed. 3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC. C. <u>Documentation.</u> Payment documentation of the state imposed charges in the state in which the TDY was performed may be required.				X
*Privately Owned Conveyance (POC) Use is Advantageous on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable only if POC use is to the GOV'Ts advantage: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie down fees.		X		X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is NOT a reimbursable expense per JFTR/JTR, pars. U1215/C1215. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008 .				
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4200 or JTR, par. C4200.		X		X
Rental Vehicle Reimbursable Expenses. See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. 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.</i>		X		X
Resort Fees. Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business.		X		X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
b. When a CTO/TMC is not available.				
2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.				
Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses		X		X
<p><i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. 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.</i></p> <p>1. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.</p> <p>2. Reimbursable Expenses. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i></p> <ul style="list-style-type: none"> a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS) is authorized. b. Rental cost, tax and local assessments on rental vehicle users. c. Necessary gas and oil. d. Aircraft landing and tie down fees. e. Transportation to and from the rental facility, public transit systems, and taxi fares. f. Parking; ferry fares; bridge, road and tunnel tolls. g. Traveler access fee (when charged). h. Garage, hangar, or boathouse rental. i. Operator's subsistence. j. Optional extra collision hull insurance for rental aircraft. k. Mandatory rental car insurance coverage required in foreign countries. l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment. m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use. n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business. o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. See B-204486, 19 January 1982. p. Breathalyzer installed in rental car when required in foreign country. See item 3e below. q. Rented Motor Vehicle Damage <ul style="list-style-type: none"> (1) DoD Travelers. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the DoDFMR, Volume 9, Ch 4. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website http://www.defensetravel.dod.mil/Rental/. 				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>(2) Uniformed Non DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>r. Necessary nonstandard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</p> <p>3. Expenses that Are <i>Not</i> Reimbursable. The following expenses are <i>not</i> reimbursable:</p> <p>a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.</p> <p>b. Rental Car Insurance in the U.S./Non-Foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. <i>See 2o above for classified operations.</i></p> <p>c. Damage to Rental Car when Being Used on Other than Official Business. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. Example: TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</p> <p>d. Purchase of Equipment. The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.</p> <p>e. Breathalyzer Replacement Fee. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities.</p>				
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X			
Tips for Handling GOV'T Property. Transportation related tips for handling GOV'T property at terminals and lodgings are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.		X		X
Tips, Transportation Related. Transportation related tips for taxis, limousines, and courtesy transportation are authorized. Service finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U4780 and JTR, par. C4780		X		X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
Visa and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Consult JFTR/JTR, Chs 1- 4 for further details.

T4000 INTRODUCTION

A. Application. In this APP:

1. Except where differences are identified, the allowances and responsibilities apply equally to a uniformed member and a DoD civilian employee and any other non DoD GOV'T employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
 - a. Controls the mission,
 - b. Authorizes the trip, and,
 - c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non DoD GOV'T employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
 - a. Travel for business,
 - b. Travel for schoolhouse training,
 - c. Deployment or personnel traveling together via no/limited reimbursement, and,
 - d. Certain travel under special circumstances.
3. Is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.
4. Is to be used for ITAs. See also JFTR/JTR, APP E.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in JFTR, par. U2240-B) and active duty for

other than training for more than 180 days at one location, except when due to unusual circumstances per diem has been authorized IAW JFTR, par. U7600-F.

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through DTS.*

E. Evacuations. See JFTR/JTR, Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR

Commands/units are expected to take appropriate disciplinary action when a traveler/AO fails to follow JFTR/JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

T4010 REIMBURSEMENT RATE

Rates for private conveyance mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2600. GOV'T dining facility/mess food and operating expense rates are found in JFTR/JTR, APP A, Government Meal Rate. [Per diem rates](#) by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler must follow JFTR/JTR, and use good judgment in incurring official travel related expenses, as if traveling using personal funds (JFTR, par. U2000/JTR, par. C2000).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel related expenses appropriate to the mission.

3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO or in-house travel arranger per JFTR, par. U2400/JTR, par. C2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.

4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (*NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.*),

b. Must use economy/coach accommodations for all official GOV'T funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, par. U3510/JTR, par. C3510. Reason for use examples, when authorized/approved:

(1) Medical reasons – See JFTR, par. U2110-J/JTR, par. C2110-J, or

- (2) Mission requirement - TDY mission timing requires 'other than economy/coach'. When 'other than economy/coach' TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," 'other than economy/coach' transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See JFTR, par. U3510 /JTR, par. C3510.
- c. Must *not* use foreign flag transportation, even if U.S. certificated air flag carrier fares are higher,
- d. Who uses other than economy/coach or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JFTR/JTR addresses "reimbursable" allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- b. Promotional Materials/Benefits
- (1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- (2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor provided complimentary upgrades to rooms or transportation accommodations and upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered GOV'T property, and may only be accepted on the GOV'T's behalf.

(4) Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

c. Seat Relinquishing

(1) Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

(2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the GOV'T (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

d. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the GOV'T for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, P. L. 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

10. Each traveler must be treated as an honest, responsible customer, and must follow JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2705/JTR, par. C2705, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy

a. It is MANDATORY DoD policy that all Uniformed Service member and DoD civilian travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements (CBCA 2956-TRAV, 31 January 2013). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at GOV'T expense without prior proper authority (JFTR, pars. U2400, U3500, U3600, and U3650, and JTR, pars. C2400, C3500, C3600, and C3650 for exceptions).

b. A command must not permit a CTO to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.

NOTE: This does not establish the _CA as the basis for POLICY CONSTRUCTED AIRFARE – that remains the YCA airfare.

2. Service Issuances. DoD COMPONENT/Service issuances address CTO use.

3. Failure to Follow Regulations/Issuances. A command/unit is expected to take appropriate:

a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning

CTO use (par. T4005).

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a _CA airfare available that meets mission needs. ([CBCA 1511-TRAV, 7 May 2009.](#))

c. Disciplinary action for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)

4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the JFTR/JTR for foreign flag carriers (par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following in priority order:

a. Services available at a DTMO contracted CTO (or GSA contracted TMC in the absence of a DTMO contracted CTO), or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. [DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007](#); and

b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3525-H/JTR, par. C3525-H).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO ([CBCA 2956-TRAV, 31 January 2013](#)).

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY CONSTRUCTED AIRFARE (APP A) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

NOTE: The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO is not used and no transaction fee is included in the GOV'T/GOV'T procured transportation, the transaction fee for personally procured transportation from other than a CTO may be reimbursed NTE the GOV'T/GOV'T procured transportation cost.

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by a transportation specific mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost. No other costs are added to the computation.***

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW

law, GOV'T policies, agreements and contracted rates using U.S. certificated carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. certificated carriers, or business (but not first) class accommodations (JFTR, par. U4415, **NOTE 1**/JTR, par. C4415, **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 NTE the constructed cost of AO authorized transportation (e.g., commercial plane). ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*** See JFTR, par. U4710-C/JTR, par. C4710-C. In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2650-A/JTR, par. C2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less roundtrip (400 miles one way) at its discretion.***

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty ([CBCA 3211-TRAV, 30 July 2013](#)). ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business class accommodations at GOV'T expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or POC used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV (other than GOV'T/GOV'T procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the roundtrip transportation and en route per diem is authorized, but limited to the amount of per diem the GOV'T would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity controlled city pair airfare (_CA), if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY CONSTRUCTED AIRFARE (see APP A1). **No other costs are added to the computation.** See JFTR, par. U4710-C/JTR, par. C4710-C. City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U4925, U3310-A, U3320-B, U3315-A, and Ch 3, Part D, NOTE/JTR, pars. C3310-A, C3320-B, C3315-A, C3310, Ch 3, Part D, NOTE, and C4760.

T4040 LIVING EXPENSES (PER DIEM)

The "Lodging Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel related reimbursable expenses (APP G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

- a. The cost estimate for lodging should include tax.
- b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., using Service/Agency procedures) at (*not near*) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.
- c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (*DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010*).
- d. GOV'T QTRS availability/non-availability must be documented as indicated in JFTR, par. U2570-A.
- e. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:
 - (1) when adequate GOV'T QTRS use is directed, and
 - (2) when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and
 - (3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)).

2. *Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility or elsewhere). The non-availability indicated in JFTR, par. U2570-A is required only for GOV'T QTRS 'on' the U.S. INSTALLATION at which the member is assigned TDY.*

NOTE: *The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a onetime requirement at a TDY U.S. INSTALLATION. (Example: A member who is required to check QTRS availability at a U.S. INSTALLATION, does so, and documents non-availability cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period) IAW JFTR, par. U2570-A.*

3. Civilian Employee

a. *An employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost.*

b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION.

c. The proper authority under par. C4095-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-A10, Note 1 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\% \times \$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. U4335. 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. C4160-A and C4165-B.

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. U4155 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. GSBCA 16699-TRAV, 17 August 2005.

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (***B-254626, 17 February 1994***).

8. On-Line Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. ***Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):***

- a. Daily hotel room costs;
- b. Daily hotel taxes; and
- c. Daily miscellaneous fees, if applicable.

9. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

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

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for Uniformed Service members, the AO specifies one of two other meal rates based on GOV'T dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A GOV'T dining facility/mess is available only if: GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A GOV'T dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). ***The meal rate established cannot be reduced after the fact except for a free meal as described in par. T4040-A9c below.***

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the GOV'T purchases at least one 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. U4210 (uniformed member)/JTR, pars. C4210 and C4205-B5 (civilian

employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4205-B5.

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. U4950.

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. U4780/JTR, par. C4780 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. U4230 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, Ch. 7, PART W for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in JFTR, par. U2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see JFTR, par. U2800) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authority for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authority for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize roundtrip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see JFTR, par. U2800) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. ADT (other than schoolhouse) for fewer than 140 days or active duty for other than training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active duty for other than training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under JFTR, par. U2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. U2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. T4045-G2.

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any* RC member) must be:
 - a. Qualified in a skill designated as critically short by the Service Secretary;

- b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member’s RC with a critical staffing shortage; or
- c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip (37 USC §478a(c)).*

- a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see JFTR, par. U2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.
- b. Lodging and Meals. The actual cost of the member’s lodging (including tax (*NOTE*), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate.

***NOTE 1:** Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to lodging reimbursement. The locality per diem rate lodging ceiling (in CONUS and in a non-foreign OCONUS area does not include lodging tax.*

***NOTE 2:** Tax paid on lodging at a foreign area is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

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/active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
Situation 2	Transportation 3, 4	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8 .

FOOTNOTES
(Tables 1 and 2)

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7140).

2/ Except as noted in JFTR, par. U2240.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one roundtrip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1, 2, 3		
Situation	Transportation	Per Diem
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	May be authorized reimbursement under par. T4040-F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		

**FOOTNOTES
(Table 3)**

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (JFTR, par. U2800) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

- 1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
- 2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

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

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. See par. T4040-A8 for a *'hotel' receipt from an online booking agent*.

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

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

5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2715-A/JTR, par. C2715-A. The traveler:

a. *Must safeguard issued paper tickets, carefully at all times;*

b. Must immediately report a lost/stolen paper ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. ***NOTE: SF 1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is***

usable, if authorized in Service issuances, ICW turning in unused tickets.

T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city pair flight use. APP P. ***Regulations applicable to the Contract city pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2.***

2. Authorizing Business class Transportation Accommodations. Only the officials listed in JFTR, pars. U3510-A and U3620 (trains only)/JTR, pars. C3510-A and C3620 (trains only) may authorize/approve business class accommodations use (two star level or civilian equivalent). Examples of reasons for use of business class accommodations are found in JFTR, par. U3520-C/JTR, par. C3520-C, and must be recorded on the Trip Record.

a. If business class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.

b. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

c. The 14 hour rule only (JFTR, par. U3520-C11a/JTR, par. C3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business class transportation should not be provided.

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

e. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever

possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.

f. 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, and PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S. certificated carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S. Certificated Carriers. Available U.S. certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). JFTR, par. U3525-D /JTR, par. C3525-D. *U.S. certificated carriers are not "available" if:*

- a. Use of a U.S. certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S. certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non U.S. certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non U.S. certificated air carrier is three hours or less and travel by a U.S. certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S. certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S. certificated air carrier while less than first class accommodations are available on a non U.S. certificated air carrier; or
- g. Air transportation on a non U.S. certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.**

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

NOTE 2: *When using code share flights involving U.S. certificated air carriers and non U.S. certificated air carriers, the ticket must be issued through the U.S. certificated air carrier. If the ticket is issued through the non U.S. certificated air carrier is used on the ticket, the ticket is considered to be a non U.S. certificated air carrier and a non-availability of U.S. certificated air carrier document is needed.*

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel.** JFTR/ JTR, APP P, Part 2, par. E. The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4020-C applies. A member is not authorized per diem on any day leave is

charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. Lodging Arrangements. The AO should approve lodging arrangements arranged IAW Service/Agency procedures to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW JFTR, par. U3330-C1/JTR, par. C3330-C1.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate (GSBCA 14554-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (JTR, par. C4500), or a small amount of HHG for a member (JFTR, par. U4500) 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 E.

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 Q, 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, Ch 5 Part D. 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.

BLANK PAGE