

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 328****1 APRIL 2014**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 April 2014 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**ANTHONY J. STAMILIO**  
Acting Deputy Assistant Secretary of the Army  
(Military Personnel)

**STEPHEN B. NYE**  
CAPT, USCG  
Acting Director, Reserve and Military Personnel

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

**DAVID A. SCORE**  
RADM, NOAA  
Director, NOAA Corps

**NORMA L. INABINET**  
Acting Deputy Assistant Secretary of the Air Force  
(Air Force Management Integration)

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

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

**MAP 246-13(E) -- Temporary BAH Increase Authority Extended**. Extends SECDEF authority to prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. The current authority expires 31 December 2013, but FY14 NDAA, section 601, extends that authority to 31 December 2014. Affects par. U10018.

**MAP 19-14(I) -- Travel Voucher Submission**. The acronym "ITDY" replaces the acronym "TCS" in the JFTR. Temporary Change of Station (TCS), with limited PCS allowances, is only authorized for civilian employees. Indeterminate Temporary Duty (ITDY) for uniformed members is similar in principle to TCS but is not the same. The terms are not interchangeable for the respective traveler types because they are authorized by different statutory authority with different allowances authorized. Affects par. U2700.

**MAP 21-14(I)/CAP 21-14(I) -- GMR Computations**. Updates JFTR/JTR GMR computation examples to reflect the correct CY 2014 meal rates that are effective 1 January 2014. The Standard GOV'T meal rate is \$11.85 and \$10.15 is the Discount GOV'T meal rate. Affects pars. U4280-D, Example 2, and U4440-E, Example 2.

**MAP 24-14(I) -- Disciplinary Action Travel Status**. A traveler pending judicial legal proceeding of any kind is not authorized per diem allowances as disciplinary action travel is not official GOV'T business. Affects pars. U2250-D and U7415-C.

**MAP 52-14(I) -- Correct References from Par. U7165 to Par. U7645**. Corrects references from par. U7165 to par. U7645 in pars. U5640-C7 and U5705-B7.

**MAP 55-14(I)/CAP 55-14(I) -- Yemen Tour Length**. Changes the tour length for Yemen to 12 months unaccompanied effective 1 September 2011. Affects APP Q1 and Q3.

**Web Link Updates.** Web link updates made to pars. U3625-D, and U3660-C. No UTD issued.

**Table of Contents Updates.** Table of contents updated to correctly reflect current par. titles and numbers. Affects Table of Contents for Chs 2 3, 4, 5, 6, 8, 10 and APP O. No UTD issued.

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

**CHANGE 328**

**1 APRIL 2014**

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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<b>Chapter 1</b>														
TOC	325	325	325	325	317	317	317	317	317	317	317	317	316	306
Part A	325	325	325	325	324	320	320	320	320	319	306	306	306	306
Part B	324	324	324	324	324	320	320	320	320	305	305	305	305	305
Part C	324	324	324	324	324	319	319	319	319	319	317	317	308	308
Part D	325	325	325	325	316	316	316	316	316	316	316	316	316	302
Part E	325	325	325	325	320	320	320	320	320	302	302	302	302	302
Part X	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part Z	302	302	302	302	302	302	302	302	302	302	302	302	302	302
<b>Chapter 2</b>														
TOC	328	310	310	310	310	310	310	310	310	310	310	310	310	310
Part A	322	322	322	322	322	322	322	320	320	319	312	312	312	312
Part B	324	324	324	324	324	320	320	320	320	312	312	312	312	312
Part C	324	324	324	324	324	320	320	320	320	319	311	311	311	311
Part D	328	320	320	320	320	320	320	320	320	315	315	315	315	315
Part E	324	324	324	324	324	320	320	320	320	304	304	304	304	304
Part F	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part G	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part H	324	324	324	324	324	304	304	304	304	304	304	304	304	304
Part I	326	326	326	324	324	320	320	320	320	314	314	314	314	314
Part J	324	324	324	324	324	304	304	304	304	304	304	304	304	304
Part K	328	304	304	304	304	304	304	304	304	304	304	304	304	304
Part L	320	320	320	320	320	320	320	320	320	304	304	304	304	304
<b>Chapter 3</b>														
TOC	328	320	320	320	320	320	320	320	320	316	316	316	316	304
Part A1	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part A2	327	327	320	320	320	320	320	320	320	319	312	312	312	312
Part B	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part C	327	327	320	320	320	320	320	320	320	317	317	317	312	312
Part D	327	327	320	320	320	320	320	320	320	319	316	316	316	312
Part E	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part F	322	322	322	322	322	322	322	320	320	316	316	316	316	312
Part G	328	327	322	322	322	322	322	305	305	305	305	305	305	305
Part H	328	322	322	322	322	322	322	305	305	305	305	305	305	305
Part I	304	304	304	304	304	304	304	304	304	304	304	304	304	304

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<b>Chapter 4</b>														
TOC	328	325	325	325	318	318	318	318	318	318	318	316	316	311
Part A	324	324	324	324	324	318	318	318	318	318	318			
Part B1	324	324	324	324	324	323	322	320	320	318	318			
Part B2	324	324	324	324	324	318	318	318	318	318	318			
Part B3	326	326	326	325	324	320	320	320	320	318	318			
Part B4	328	326	326	318	318	318	318	318	318	318	318			
Part B5	326	326	326	318	318	318	318	318	318	318	318			
Part C	326	326	326	318	318	318	318	318	318	318	318			
Part D	328	326	326	324	324	322	322	318	318	318	318			
Part E	318	318	318	318	318	318	318	318	318	318	318			
Part F	326	326	326	318	318	318	318	318	318	318	318			
Part G	326	326	326	324	324	320	320	320	320	318	318			
Part H	318	318	318	318	318	318	318	318	318	318	318			
Part I	318	318	318	318	318	318	318	318	318	318	318			
Part J	324	324	324	324	324	318	318	318	318	318	318			
Part Z	325	325	325	325	318	318	318	318	318	318	318			
<b>Chapter 5</b>														
TOC	328	319	319	319	319	319	319	319	319	319	311	311	311	311
Part A	326	326	326	311	311	311	311	311	311	311	311	311	311	311
Part B1	278	278	278	278	278	278	278	278	278	278	278	278	278	278
Part B2	326	326	326	323	323	323	319	319	319	319	314	314	314	314
Part B3	326	326	326	323	323	323	314	314	314	314	314	314	314	314
Part B4	320	320	320	320	320	320	320	320	320	320	314	314	314	314
Part B5	320	320	320	320	320	320	320	320	320	320	277	277	277	277
Part B6	317	317	317	317	317	317	317	317	317	317	317	317	317	312
Part B7	327	327	320	320	320	320	320	320	320	320	311	311	311	311
Part B8	326	326	326	310	310	310	310	310	310	310	310	310	310	310
Part B9	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part C1	328	320	320	320	320	320	320	320	320	288	288	288	288	288
Part C2	299	299	299	299	299	299	299	299	299	299	299	299	299	299
Part C3	326	326	326	323	323	323	322	314	314	314	314	314	314	314
Part C4	324	324	324	324	324	322	322	318	318	318	318	300	300	300
Part C5	299	299	299	299	299	299	299	299	299	299	299	299	299	299
Part C6	322	322	322	322	322	322	322	320	320	320	314	314	314	314
Part C7	314	314	314	314	314	314	314	314	314	314	314	314	314	314
Part D1	327	327	321	321	321	321	321	321	321	320	308	308	308	308
Part D2	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part D3	327	327	300	300	300	300	300	300	300	300	300	300	300	300
Part D4	320	320	320	320	320	320	320	320	320	320	300	300	300	300
Part D5	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part D6	320	320	320	320	320	320	320	320	320	320	300	300	300	300
Part D7	320	320	320	320	320	320	320	320	320	320	307	307	307	307
Part D8	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D9	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D10	320	320	320	320	320	320	320	320	320	320	281	281	281	281
Part D11	320	320	320	320	320	320	320	320	320	320	300	300	300	300
Part D12	320	320	320	320	320	320	320	320	320	320	289	289	289	289
Part E1	326	326	326	324	324	323	322	315	315	315	315	315	315	315
Part E2	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part F	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part G1	320	320	320	320	320	320	320	320	320	320	307	307	307	307

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Part G2	328	326	326	322	322	322	322	314	314	314	314	314	314	314
Part G3	326	326	326	314	314	314	314	314	314	314	314	314	314	314
Part H	328	323	323	323	323	323	322	320	320	316	316	316	316	311
Part I	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part J	322	322	322	322	322	322	322	317	317	317	317	317	313	313
Part R	319	319	319	319	319	319	319	319	319	319	300	300	300	300
<b>Chapter 6</b>														
TOC	328	317	317	317	317	317	317	317	317	317	317	317	309	309
Part A1	328	324	324	324	324	323	318	318	318	318	318	317	313	313
Part A2	328	264	264	264	264	264	264	264	264	264	264	264	264	264
Part A3	328	323	323	323	323	323	301	301	301	301	301	301	301	301
Part A4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	301	301	301	301	301	301	301	301	301	301	301	301	301	301
Part B1	324	324	324	324	324	323	307	307	307	307	307	307	307	307
Part B2	307	307	307	307	307	307	307	307	307	307	307	307	307	307
Part B3	323	323	323	323	323	323	320	320	320	319	309	309	309	309
Part B4	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B5	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B6	301	301	301	301	301	301	301	301	301	301	301	301	301	301
<b>Chapter 7</b>														
TOC	324	324	324	324	324	323	322							
Part A1	324	324	324	324	324	322	322							
Part A2	324	324	324	324	324	322	322							
Part A3	326	326	326	323	323	323	322							
Part A4	322	322	322	322	322	322	322							
Part A5	322	322	322	322	322	322	322							
Part A6	322	322	322	322	322	322	322							
Part A7	322	322	322	322	322	322	322							
Part A8	322	322	322	322	322	322	322							
Part A9	322	322	322	322	322	322	322							
Part B	322	322	322	322	322	322	322							
Part C	322	322	322	322	322	322	322							
Part D	322	322	322	322	322	322	322							
Part E	323	323	323	323	323	323	322							
Part F1	323	323	323	323	323	323	322							
Part F2	327	327	322	322	322	322	322							
Part F3	323	323	323	323	323	323	322							
Part F4	322	322	322	322	322	322	322							
Part G	322	322	322	322	322	322	322							
Part H	322	322	322	322	322	322	322							
Part I	322	322	322	322	322	322	322							
Part J	322	322	322	322	322	322	322							
Part K	322	322	322	322	322	322	322							
Part L	324	324	324	324	324	322	322							
Part M	322	322	322	322	322	322	322							
Part N	322	322	322	322	322	322	322							
Part O	322	322	322	322	322	322	322							
Part P	322	322	322	322	322	322	322							
Part Q	328	322	322	322	322	322	322							
Part R	322	322	322	322	322	322	322							
Part S	322	322	322	322	322	322	322							

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Part T	322	322	322	322	322	322	322							
Part U	322	322	322	322	322	322	322							
Part V	322	322	322	322	322	322	322							
Part W	322	322	322	322	322	322	322							
Part X	322	322	322	322	322	322	322							
Part Y	322	322	322	322	322	322	322							
Part Z	326	326	326	324	324	322	322							
Part AA	324	324	324	324	324	322	322							
<b>Chapter 8</b>														
TOC	328	327	280	280	280	280	280	280	280	280	280	280	280	280
Ch 8	327	327	312	312	312	312	312	312	312	312	312	312	312	312
<b>Chapter 9</b>														
TOC	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part A	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part B	320	320	320	320	320	320	320	320	320	302	302	302	302	302
Part C1	316	316	316	316	316	316	316	316	316	316	316	316	316	302
Part C2	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C3	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C4	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C5	324	324	324	324	324	316	316	316	316	316	316	316	316	302
Part C6	319	319	319	319	319	319	319	319	319	319	292	292	292	292
Part C7	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part D	325	325	325	325	320	320	320	320	320	302	302	302	302	302
<b>Chapter 10</b>														
TOC	328	327	318	318	318	318	318	318	318	318	318	311	311	311
Part A	328	324	324	324	324	323	320	320	320	315	315	315	315	315
Part B	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part C	317	317	317	317	317	317	317	317	317	317	317	317	307	307
Part D	316	316	316	316	316	316	316	316	316	316	316	316	316	311
Part E1	317	317	317	317	317	317	317	317	317	317	317	317	302	302
Part E2	270	270	270	270	270	270	270	270	270	270	270	270	270	270
Part E3	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E5	311	311	311	311	311	311	311	311	311	311	311	311	311	311
Part E6	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E7	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E8	320	320	320	320	320	320	320	320	320	302	302	302	302	302
Part E9	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part E10	327	327	324	324	324	323	303	303	303	303	303	303	303	303
Part E11	320	320	320	320	320	320	320	320	320	302	302	302	302	302
Part E12	291	291	291	291	291	291	291	291	291	291	291	291	291	291
Part E13	318	318	318	318	318	318	318	318	318	318	318	314	314	314
<b>Appendix A</b>														
Part 1	327	327	326	325	323	323	322	319	319	319	318	317	316	315
Part 2	318	318	318	318	318	318	318	318	318	318	318	317	315	315
<b>Appendix F</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	323	323	323	323	323	323	308	308	308	308	308	308	308	308
Part 2	303	303	303	303	303	303	303	303	303	303	303	303	303	303
<b>Appendix G</b>														
APP G	324	324	324	324	324	323	321	321	319	319	316	316	316	315

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<b>Appendix H</b>														
TOC	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 1	323	323	323	323	323	323	286	286	286	286	286	286	286	286
Part 2A	316	316	316	316	316	316	316	316	316	316	316	316	316	306
Part 2B	316	316	316	316	316	316	316	316	316	316	316	316	316	286
Part 2C	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3A	316	316	316	316	316	316	316	316	316	316	316	316	316	289
Part 3B	308	308	308	308	308	308	308	308	308	308	308	308	308	308
Part 3C	316	316	316	316	316	316	316	316	316	316	316	316	316	
Part 4A	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part 4B	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 4C	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 5A	316	316	316	316	316	316	316	316	316	316	316	316	316	289
Part 5B	316	316	316	316	316	316	316	316	316	316	316	316	316	289
<b>Appendix J</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part 2	315	315	315	315	315	315	315	315	315	315	315	315	315	315
Part 3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
<b>Appendix K</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 2	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 4	266	266	266	266	266	266	266	266	266	266	266	266	266	266
<b>Appendix M</b>														
APP M	293	293	293	293	293	293	293	293	293	293	293	293	293	293
<b>Appendix N</b>														
TOC	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Part 1	303	303	303	303	303	303	303	303	303	303	303	303	303	303
Part 2	308	308	308	308	308	308	308	308	308	308	308	308	308	308
<b>Appendix O</b>														
TOC	328	290	290	290	290	290	290	290	290	290	290	290	290	290
APP O	326	326	326	325	324	323	322	320	320	319	316	316	316	314
<b>Appendix P</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	320	320	320	320	320	320	320	320	320	320	316	316	316	287
Part 2	323	323	323	323	323	323	320	320	320	316	316	316	316	302
<b>Appendix Q</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	328	325	325	325	323	323	322	321	319	319	318	313	313	313
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Part 3	328	309	309	309	309	309	309	309	309	309	309	309	309	309
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## PART D: TRAVEL STATUS

### U2250 GENERAL

A. Authorized Allowances. A traveler is authorized travel and transportation allowances only while in a "travel status". See APP A1 for TRAVEL STATUS definition.

B. Conditions. Travel status (except as a traveler of a ship's crew) is:

1. Time spent away from the PDS on public business under competent travel orders, including necessary delays en route;
2. Travel ICW necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;
3. PCS travel;
4. Necessary delay(s) while awaiting further transportation after travel status has begun;
5. Travel to and/or from a hospital for observation or treatment (for travel to/from a medical facility in the local travel area, see par. U2800-C);
6. Travel by GOV'T or other aircraft, including:
  - a. Flights for training purposes made under orders of competent authority that require one or more landings away from the starting point; and
  - b. All necessary delays incident to the transportation mode;
7. Flights for training purposes made in the absence of a travel order when it is necessary to remain away overnight; and
8. Other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Starting and Ending Travel. Travel status starts when the traveler leaves the PDS, residence, office, detaches from/signs out of a unit, or other departure point, and ends upon return to the residence, office, PDS; arrival at the new PDS, defined as reporting to or signing in to the new unit, or other arrival point at the trip conclusion.

\*D. Exclusion. Travel status does not include administrative absence or disciplinary action travel of any kind (par. U7415). See [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl. 2, par. 6, subpar. \(a-e\)](#).

U2255 TRAVEL STATUS START AND END

A. Aircrew Traveler or Courier

<u>Aircrew Traveler or Courier</u> <sup>1</sup>				
Table U2D-1				
Travel Status Chart				
Travel Status Start				
Rule	When Traveler Departs	And Proceeds To	And Then To	Travel Status Starts When Traveler Departs From
1	Home	Office	Flight ops/terminal at the PDS <sup>3</sup>	Terminal <sup>4</sup>
2	Home	Flight ops/terminal at the PDS <sup>3</sup>	N/A	Terminal <sup>4</sup>
3	Home	Office	Flight ops/terminal not at the PDS <sup>3</sup>	Office <sup>2</sup>
4	Home	Flight ops/terminal not at the PDS <sup>3</sup>	N/A	Home
Travel Status End				
Rule	When Traveler Returns To	And Proceeds To	And Then To	Travel Status Ends When Traveler Returns To
5	Flight ops/terminal at the PDS <sup>3</sup>	Office or home	N/A	Terminal <sup>4</sup>
6	Flight ops/terminal not at the PDS <sup>3</sup>	Office	Home	Office <sup>2</sup>
7	Flight ops/terminal not at the PDS <sup>3</sup>	Home	N/A	Home

<sup>1</sup> A traveler performing TDY as an aircrew traveler includes a traveler for whom aircrew duty is an additional duty. Also includes an Armed Forces courier and other traveler whose primary duty makes the air terminal a regular duty place. This does not apply to an RC traveler for first and last day when called to active duty. Aircrew status for an RC traveler only applies after the traveler arrives at the active duty location and terminates when the traveler departs upon relief from active duty.

<sup>2</sup> Disregard travel to and from office if no duty was performed there.

<sup>3</sup> “At PDS” means within the limits of the PDS as defined in APP A.

<sup>4</sup> ‘Departs from/returns to terminal’ refers to “wheels up/wheels down.”

B. Other than an Aircrew Traveler or Courier

<b><u>Other than an Aircrew Travelers or Courier</u></b>					
<b>Table U2D-2</b>					
<b>Travel Status Chart</b>					
<b>Travel Status Start</b>					
<b>Rule</b>	<b>When Traveler Departs From:</b>	<b>And Proceeds to:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Starts When Traveler Departs From:</b>
<b>1</b>	Home <sup>6</sup>	Transportation Terminal	N/A	N/A	Home <sup>6</sup>
<b>2</b>	Home	Office <sup>1</sup>	Transportation Terminal	N/A	Office <sup>2/5</sup>
<b>3</b>	Home	Office <sup>1</sup>	Another duty/ departure point within the PDS <sup>5</sup>	Transportation Terminal	Another duty/ departure point within the PDS <sup>3/4</sup>
<b>Travel Status End</b>					
<b>Rule</b>	<b>When Traveler Returns To:</b>	<b>And Returns To:</b>	<b>And Then To:</b>	<b>And Then To:</b>	<b>Travel Status Ends When Traveler Returns To:</b>
<b>4</b>	Terminal	Home <sup>6</sup>	N/A	N/A	Home <sup>2/6</sup>
<b>5</b>	Terminal	Office <sup>1</sup>	Home	N/A	Office <sup>1/2/5</sup>
<b>6</b>	Terminal	Another duty/ arrival point within the PDS <sup>3/4</sup>	Home	N/A	Another duty/ arrival point within the PDS <sup>5</sup>

<sup>1</sup> Disregard travel to/from office or other duty point if no duty was performed thereat.

<sup>2</sup> Applicable even though terminal is located at the PDS.

<sup>3</sup> Example: A traveler departs from the Naval Support Facility (Arlington, VA) and proceeds to Pentagon (Arlington, VA) for a briefing prior to departing on TDY. The Pentagon then becomes “another duty point.” The traveler departs the Naval Support Facility and proceeds to a restaurant for lunch and after lunch proceeds to the terminal. The restaurant becomes the “other departure point.”

<sup>4</sup> “Another departure/arrival point” is never a transportation terminal.

<sup>5</sup> Does not prevent reimbursement of transportation between home and PDS on travel days IAW JFTR, pars. U3310-B, U3315-B, and U4780

<sup>6</sup> The AO may permit the traveler to start/end official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS. If to the GOV'T’s advantage, POC use may be authorized/approved to start/end at the:

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

*Relative cost should be a consideration.*

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

C. Traveler Assigned to a Two Crew Nuclear Submarine (SSBN). Travel status ends and the traveler starts a training and rehabilitation status when:

1. The traveler arrives at the submarine's home port, and
2. No further travel away from the home port is required by the PCS order before reporting on board the submarine,

whether or not the submarine is at the home port ([57 Comp. Gen. 178 \(1977\)](#)).

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## PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

### U2700 TRAVEL VOUCHER SUBMISSION

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

### U2705 FRAUDULENT CLAIMS

A. Payment Requirements. For requirements regarding payment when fraudulent expense(s) are suspected, see:

1. [DoDFMR, Vol. 9](#) (DoD Services/Components), or
2. Service regulations (Non-DoD Services).

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

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

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

### U2710 RECEIPT REQUIREMENTS

A. General

1. [DoDFMR, Vol. 9](#) requires a receipt for each:
  - a. Lodging expense, regardless of the amount, and
  - b. Individual expenditure of \$75 or more.
2. A receipt must show:
  - a. When specific services were rendered,
  - b. When articles were purchased, and
  - c. The unit price.
3. Requirements for additional receipts are discouraged. If a traveler's claim has doubtful reimbursement requests, see par. U2705.
4. Travelers are advised to retain ALL receipts for tax/other purposes.
5. A 'lost receipt' statement (see U2710-B) *is not a substitute* for an online booking hotel receipt.

B. Lost Receipt

1. If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the

circumstances must be furnished.

2. For lodging, a statement must include:
  - a. The lodging facility name and address,
  - b. Dates the lodging was obtained,
  - c. Whether or not others shared the room (and the sharer's status as an official traveler), and
  - d. The cost incurred.

C. Review and Administrative Approval

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

**U2715 LOST/STOLEN/UNUSED TICKET**

A. General. The traveler:

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

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

**U2720 LOST/STOLEN/UNUSED GTR**

A. General. A traveler/other accountable person:

1. *Must safeguard a GTR carefully at all times.*
2. Must immediately notify the proper official, IAW Service procedures, if a GTR is lost/stolen.
3. Must immediately notify the named carrier and other local initial carriers, IAW Service procedures, if the lost/stolen GTR shows the carrier service desired and origin point.

4. Must send (*and not use*) a recovered GTR that has been reported as lost, to the activity specified IAW Service regulations.
5. May be held liable for any GOV'T expenditure caused through personal negligence (the member for the dependent also under most circumstances) in safeguarding GTRs.

B. Personal Use of GTR Prohibited. A GTR:

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

**U2725 TRAVELER WITHOUT SUFFICIENT FUNDS**

- A. General. A traveler without sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost charge basis IAW Service regulations. DoD personnel see [DoD 4500.9-R, DTR, Part 1](#). Non-DoD Services see Service regulations.
- B. Transportation. Necessary transportation is furnished as a personal loan for the traveler's benefit.
- C. Financial Responsibility. The traveler remains financially responsible to the GOV'T for the lost/stolen ticket cost, regardless of fault or negligence.

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## CHAPTER 3 TRANSPORTATION

**Paragraph    Title/Contents**

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### **PART A: GENERAL**

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#### **Section A1: Policy and Rules**

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**U3700        CAR FERRY**

- A. General
- B. Transportation
- C. Ferry Fees
- D. Foreign Registered Ship Use

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## PART G: TRAIN TRANSPORTATION

### U3600 GENERAL

A. Policy. A traveler must:

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

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

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

*Effective 14 August 2013*

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

### U3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

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

### U3610 SLUMBER COACH

Slumber coach includes:

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

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

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

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.
2. Business Class. Business class is above economy/coach class on AMTRAK Acela/Metroliner extra fare train, but is lower than first class.

3. No Economy/Coach-Class. If a train only has two accommodations classes (i.e., first class and business class), the business class (lowest class offered) becomes economy-/coach-class for official travel.

### **U3620 AO AUTHORITY**

The AO can authorize/approve the following:

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

**U3625 ‘OTHER THAN ECONOMY/COACH’ USE DETERMINATIONS**

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

B. Requirements. See par. U2110-F.

C. Decision Support Tool and Procedures. See APP H.

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

1. Coach Class Accommodations Are Not Reasonably Available. “Reasonably available”:

a. Means available coach class accommodations scheduled to:

- (1) Leave within the 24-hour period before the traveler's proposed departure time, or
- (2) Arrive within the 24-hour period before the traveler's proposed arrival time.

b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.

c. ***Does not include*** accommodations with a scheduled:

- (1) Arrival time later than the required reporting time at the duty site, or
- (2) Departure time earlier than the traveler is scheduled to complete the duty.

2. Medical Disability/Special Need

a. Authorization/Approval. See par. U2110-J and APP H4.

b. Disability/Special Need

(1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. U2110-J and APP H.

(2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.

(3) If the disability/special need is a lifelong condition, a certification statement is required every two years.

(4) A certification statement must include:

(a) A written statement by a competent medical authority stating special accommodation is necessary;

(b) An approximate duration of the special accommodation need; and

(c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.

c. Attendant. If an accompanying attendant is authorized IAW par. U7140-B or U7145-B, the attendant's services are required en route, the attendant may be authorized/approved to use the same 'other than economy/coach' accommodations.

3. Exceptional Security Circumstances

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

b. Examples are:

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

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

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

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

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

## PART H: COMMERCIAL SHIP TRANSPORTATION

### U3650 GENERAL

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

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

### U3655 AUTHORITY

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

### U3660 ACCOMMODATIONS

- A. General. A traveler and/or dependents authorized to travel by ship at GOV'T expense must use the least costly room accommodations. More costly accommodations at GOV'T expense must be authorized/approved IAW par. U3660-C.
- B. Room Rate. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is ordinarily charged 1.5 times the per person rate when not sharing the room.
- \*C. More Costly Ship Accommodations Use ([OMB Bulletin 93-11, 19 April 1993](#))

1. Authorization/Approval. More costly accommodations at GOV'T expense may be authorized/approved:
  - a. Under the circumstances specified in par. U3660-C1 and IAW par. U3510-A.
  - b. When less costly accommodations are not available.
  - c. When medical reasons require the more costly accommodations. See par. U2110-J.
  - d. When there are exceptional security requirements. Examples are:

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

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

#### **A. General**

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

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

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

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

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

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

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

## CHAPTER 4

### TEMPORARY DUTY TRAVEL

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#### **PART B: PER DIEM**

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##### **SECTION B1: GENERAL**

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**PART H: TDY STATION BECOMES PDS**


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- U4800 TDY STATION BECOMES PDS**
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**PART I: ITDY TRAVEL**


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  - B. Authorization/Approval
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- U4905 TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION**
- A. Authorized Travel and Transportation Allowances
  - B. Member Accompanies Dependent to Alternate Place
  - C. Limitations/Restrictions
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- A. Authorized Travel and Transportation
  - B. Travel to Alternate Place Dependents were Moved at GOV'T Expense
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  - D. Dependent(s) Remain at PDS
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  - F. Reimbursement Limitations
- U4915 MEMBER RETURNS TO THE OLD PDS**

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- A. Authorized Travel and Transportation
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- A. Dependent Travel and Transportation to the Alternate Place
- B. PCS Order Received at the ITDY Station
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**PART J: CONTINGENCY OPERATION**

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**U4950 CONTINGENCY OPERATION FLAT PER DIEM RATE**

- A. General
- B. Limitations
- C. Delegation Authority
- D. CONTINGENCY OPERATION Per Diem Exception
- E. Flat Per Diem Rate
- F. Lodging Receipt
- G. Tax Exemptions
- H. Per Diem Computation
- I. Computation Example

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**PART Z: CROSSWALK FOR CHAPTER 4 REWRITE**

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**U4999 JFTR and JTR Crosswalk**

## CHAPTER 4: TDY

### PART B: PER DIEM

#### SECTION 4: COMPUTATION EXAMPLES

##### U4280 PER DIEM COMPUTATION EXAMPLES

###### A. Lodging Tax

1. CONUS/Non Foreign OCONUS Locations. Lodging tax in CONUS and non foreign OCONUS locations is *not included* in per diem and is a *reimbursable expense*.

2. OCONUS Foreign Locations. Lodging tax in OCONUS foreign locations *is included* in per diem and is *not a reimbursable expense*.

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes and may not reflect current rates. Par. U2600 prescribes current TDY mileage rates and par. U2605 prescribes the current MALT.

C. Per Diem Rates. The [per diem rates](#) used in the examples below are for illustrative purposes and may not reflect current rates. See [per diem rates](#) on the DTMO website for current rates.

D. Examples. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services.

1. **Example 1.** Per Diem Rate/POC TDY Mileage Computation.

A traveler is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the order (par. U4710). The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.

Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.

The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12 hour rule does not apply because the TDY period is over 12 hours.

*AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).*

<b>ITINERARY</b>					
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Per Diem Rate</b>	<b>Lodging Cost</b>	<b>POC Distance</b>
10 May	Residence	1st Stopover	\$141 (\$85/ \$56)	\$60	400 miles
11 May	En Route	TDY Station	\$131 (\$85/ \$46)	\$90	15 miles
12 May	TDY Station	TDY Station	\$131 (\$85/ \$46)	\$90	
13 May	TDY Station	2nd Stopover	\$141 (\$85/ \$56)	\$60	365 miles
14 May	En Route	Residence	Use 2 <sup>nd</sup> Stopover M&IE		50 miles
<b>REIMBURSEMENT</b>					
Day 1	$\$60 + [\$56 \times 75\%] = \$60 + \$42 =$				\$102.00
Day 2	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 3	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 4	$\$60 + \$56 =$				\$116.00
Day 5	$\$56 \times 75\% =$				\$ 42.00
1 round trip of 830 miles (official distance) x \$.56/mile =					<u>\$ 464.80</u>
<b>Total Reimbursement</b>					<b>\$986.80</b>

2. **Example 2.** Per Diem Rate – Standard GMR/PMR and POC TDY Mileage Computation

A traveler is TDY to a U.S. INSTALLATION at which GOV'T lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17<sup>th</sup> because breakfast was not available.

POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the order (par. U4710).

\*The maximum per diem rate is \$131 (\$85/ \$46). Standard GMR (par. U4200-B2) is \$11.85 and the PMR (par. U4200-B3) is \$27 plus the CONUS \$5 IE rate applies in this example.

***NOTE: GOV'T dining facility/mess deductions are never made for arrival and departure days. The GMR and PMR rates used in this example are for illustrative purposes only –APP A for the current GMR.***

<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>POC Distance</b>
15 March	Residence	TDY Station	325 miles
16 to 18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
<b>REIMBURSEMENT</b>			
15 March	$\$6 + (\$46 \times 75\%) = \$6 + \$34.50 =$		\$ 40.50
16 March	$*\$6 + \$11.85 \text{ (GMR)} + \$5 \text{ (IE)} =$		*\$ 22.85
17 March	$\$6 + \$27 \text{ (PMR)} + \$5 \text{ (IE)} =$		\$ 38.00
18 March	$*\$6 + \$11.85 \text{ (GMR)} + \$5 \text{ (IE)} =$		*\$ 22.85
19 March	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 650 miles (official distance) x \$.56/mile =			<u>\$ 364.00</u>
<b>Total Reimbursement</b>			<b>*\$522.70</b>

3. **Example 3.** Per Diem Rate – AOR Travel Computation. Member is TDY in an AOR.

2 & 3 Jan	The member departed the residence via POC (2 Jan), and was en route awaiting transportation without procuring lodging.			
4 Jan	Arrives at the AOR TDY station.			
5 to 30 Jan	The member stayed in GOV'T QTRS and received \$3.50 per day.			
31 Jan	The member departed the AOR TDY station and arrived at another AOR location.			
1 Feb	The member departed the AOR location and arrived at an approved delay stopover point, procuring lodging.			
2 Feb	The member departed the stopover point and arrived at the residence.			
<b>PER DIEM COMPUTATION:</b>				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Depart Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route (no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arrive TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5 to 30 Jan	TDY (AOR) (Lodging in GOV'T QTRS)	--	TD	\$3.50 (\$0/ \$3.50) TDY Destination
31 Jan	Depart TDY (AOR)	TP	--	\$3.50 AOR to AOR
	En route (AOR to AOR)	TP	AT	
1 Feb	En route (exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arrive Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
<b>REIMBURSEMENT</b>				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5 to 30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
<b>MEMBER REIMBURSEMENT</b>				<b>\$317.75</b>

## PART D: TRAVEL

### U4400 GENERAL

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

B. Transportation

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

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

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

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

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

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

### U4405 ACTUAL TRAVEL TIME

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

### U4410 STARTING AND ENDING TRAVEL

A. General

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

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

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

a. Ship staterooms, and

b. Train sleeping cars.

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

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

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

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

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

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

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

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

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

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

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

B. En Route Rest Stop/ TDY Point Rest Period

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

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

C. En Route Rest Stop

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

4. En Route Rest Stop Prohibited. An en route rest stop at GOV'T expense is prohibited when:
  - a. Travel is authorized by first/business class service.
  - b. For personal convenience, a traveler chooses to travel by a circuitous route, , causing excess travel time.
  - c. A traveler takes leave at a stopover.
5. En Route Rest Stop Location. An en route rest stop:
  - a. May be authorized/approved at any intermediate point; and
  - b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
  - c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).
6. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
7. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the traveler reports for duty when:

1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS the flight(s) between two duty points, including scheduled non-overnight time spent at airports during plane changes.
2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first/business accommodations; or
4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. U4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a traveler elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem/AEA for the additional time may be paid if the:

1. Transportation savings offset the additional per diem/AEA cost, yielding an overall savings to the GOV'T; and
2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

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

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

#### U4425 MIXED MODES TRAVEL

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

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

##### A. Authorization/Approval

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

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

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

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

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

#### U4435 RETURN TO PDS DURING EXTENDED TDY

##### A. General

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

##### B. Authorized Return

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

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

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

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

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

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

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

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

2. Reimbursement

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

b. See APP G for reimbursable expenses.

c. See par. U7030 for lodging reimbursement if TDY supports a CONTINGENCY OPERATION.

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

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

B. Authorized Allowances. The maximum reimbursement allowable for round trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location. There is no per diem or AEA while at the PDS. See par. U7030 concerning reimbursement for lodging retained at a CONTINGENCY OPERATION TDY location during leave away from that location.

**C. Allowances Not Authorized**

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

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

D. Lodging Retained at TDY Location. All costs for lodging retained at the TDY location during a voluntary return is the traveler's financial responsibility, except IAW pars. U7030 or U7035.

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

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

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

A traveler performs TDY (not at a U.S. INSTALLATION) and returns to the PDS during the TDY period on the weekend for personal reasons.

The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).

AEA is not authorized.

Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.

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

The traveler is due \$1,497 (constructed cost since it is less than the actual cost for this example). AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
<b>REIMBURSEMENT</b> <b>(Actual and Constructed Cost Comparison)</b>			
23 June	\$65 + (\$46 x 75%) =		\$ 99.50
24 to 26 June	\$65 + \$46 = \$111/day x 3 days =		\$333.00
27 June	\$46 x 75% =		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	\$65 + (\$46 x 75%) =		\$ 99.50
30 June to 2 July	\$65 + \$46 = \$111/day x 3 days =		\$333.00
3 July	\$46 x 75% =		\$ 34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$.56/mile =			\$ 728.00
<b>Actual Cost Total</b>			<b>\$1,662.00</b>
<b>CONSTRUCTED COST</b>			
23 June	\$65 + [\$46 x 75%] = \$65 + \$34.50 =		\$ 99.50
24 June to 2 July	\$65 + \$46 = \$111/day x 9 days =		\$999.00
3 July	\$46 x 75% =		\$ 34.50
1 round trip of 650 miles (official distance) x \$.56/mile =			\$ 364.00
<b>Constructed Cost Total</b>			<b>\$1,497.00</b>

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

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

\*The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. U4200-B2) is \$10.15 plus \$5 IE for this example.

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

\*The member is due \$409.10 (constructed cost since it is less than the actual cost for this example).

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

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	* $\$6 + \$10.15 + \$5 \text{ (IE)} =$		*\$ 21.15
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	* $\$6 + \$10.15 + \$5 \text{ (IE)} = \$21.15/\text{day} \times 2 \text{ days} =$		*\$ 42.30
16 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$0.56/\text{mile} =$			<u>\$414.40</u>
<b>Actual Cost Total</b>			<b>*\$627.85</b>
CONSTRUCTED COST			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	* $\$6 + \$10.15 + \$5 \text{ (IE)} = \$21.15/\text{days} \times 6 \text{ days} =$		*\$126.90
16 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 370 miles (official distance) $\times \$0.56/\text{mile} =$			<u>\$207.20</u>
<b>Constructed Cost Total</b>			<b>*\$409.10</b>

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

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

4. **Example 4.** TDY Per Diem & POC TDY Mileage Computation (*GOV Not Available*)

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

NTE the maximum TDY location per diem rate \$144 (\$83/ \$61) may be reimbursed for the round trip between the TDY and PDS locations.

The traveler is due \$519 (actual cost) which is less than the constructed cost.

<u>Day</u>	<u>Date</u>	<u>Depart PDS</u>	<u>Return PDS</u>	<u>POC Distance</u>
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
<b>REIMBURSEMENT</b>				
<b>PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED</b>				
Mon	10/15	75% x \$61 =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thu	10/18	75% x \$61 =		\$ 45.75
Four round trips of 150 miles each = 600 miles x \$.56/mile =				<u>\$ 336.00</u>
Per Diem & POC TDY Mileage for Actual Travel Total =				<b>\$519.00</b>
<b>GOV'T'S CONSTRUCTED COST</b>				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thu	10/18	75% x \$61 =		\$ 45.75
One round trip of 150 miles x \$.56/mile =				\$ 84.00
<b>Constructed Cost Total</b>				<b>\$546.50</b>

5. **Example 5.** AEA Comparison

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

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

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

1. Not authorized transportation expense reimbursement.
2. Authorized only per diem related expenses based on the TDY location per diem rate and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location.
3. Reimbursed NTE what would have been paid had the traveler remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

B. Examples

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

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

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

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

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

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

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

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

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<b>U5000</b>	<b>SCOPE</b>
	A. General
	B. Travel Covered
<b>U5002</b>	<b>APPLICABILITY</b>
	A. General
	B. Unique Categories
	C. Persons Not Covered
<b>U5012</b>	<b>PCS ALLOWANCES</b>
	A. General
	B. Member and Dependent Travel and Transportation Allowances
	C. HHG Transportation and Storage
	D. UB Transportation
	E. POV Transportation
	F. Mobile Home Allowances
	G. DLA
	H. TLE Allowance
	I. Travel and Transportation Allowance Extensions when a Member Separates from the Service
	J. Home of Selection
	K. PCS Order
	L. Delayed/Deferred Use of PCS Allowances
<b>U5015</b>	<b>MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)</b>
	A. General
	B. Use of more than Two POCs
<b>U5020</b>	<b>ADVANCE OF FUNDS</b>

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**

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**SECTION B1: GENERAL**

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<b>U5100</b>	<b>GENERAL</b>
<b>U5102</b>	<b>MISCELLANEOUS REIMBURSEMENT</b>
<b>U5104</b>	<b>ADVANCE OF FUNDS</b>

**Paragraph    Title/Contents****SECTION B2: TRAVEL AND TRANSPORTATION OPTIONS**


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<b>U5105</b>	<b>TRAVEL AND TRANSPORTATION OPTIONS</b>
	A. General
	B. 'MALT Plus' for POC Travel
	C. Reimbursement for Common Carrier Transportation Plus Per Diem
	D. Transportation in Kind Plus Per Diem
	E. Travel by Mixed Modes
	F. POC Use to and from Transportation Terminal or PDS

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


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


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<b>U5107</b>	<b>POC TRAVEL PROHIBITED</b>
<b>U5108</b>	<b>ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART B) DIRECTED</b>
	A. Transoceanic Travel
	B. Members Traveling Together under an Order Directing No/Limited Reimbursement
	C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction
	D. Travel Reimbursement

**SECTION B5: PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**


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<b>U5113</b>	<b>PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED</b>
	A. Rate
	B. Partial Travel Days
	C. Travel Time
	D. New PDS is a Ship

**SECTION B6: PCS TO, FROM, OR BETWEEN OCONUS POINTS**


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<b>U5116</b>	<b>PCS TO, FROM, OR BETWEEN OCONUS POINTS</b>
	A. General
	B. When Land Travel only is Involved
	C. Transoceanic Travel
	D. Transoceanic Transportation Reimbursement Costs
	E. Reimbursement when the Member Performs Indirect/Circuitous Travel

**Paragraph    Title/Contents****SECTION B7: TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**

<b>U5120</b>	<b>TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES</b>
	A. Travel when an Order to Active Duty is Received at a Place Other Than That to Which Addressed
	B. PCS Order Received at TDY Station
	C. PCS Order Received while on Leave
	D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS
	E. PCS Order Canceled, Amended or Modified En Route
	F. PCS Involving a Unit with a Home Port or PDS Location
	G. Travel to/from a Designated Place
	H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour
	I. Member Ordered PCS from a PDS from which Dependents Have Been Evacuated
	J. Unable to Travel with Member's Organization
	K. PCS to Hospital
	L. Member Dies while En Route to New PDS
	M. Directed Travel over other than a Usually Traveled Route

**SECTION B8: SEPARATION**

<b>U5125</b>	<b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b>
	A. General
	B. Separation from the Service or Relief from Active Duty to Continue in the Service
	C. Discharge from the Service under other than Honorable Conditions
	D. Time Limitation
	E. Member Ordered to a Place to Await Disability Proceedings Results
	F. Member Ordered to a College
<b>U5130</b>	<b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b>
	A. General
	B. Time Limitations
	C. Recalled to Active Duty before Selecting a Home
	D. Recalled to Active Duty after Selecting a Home
	E. Member on TDRL Who Is Discharged or Retired
	F. Member Ordered to a Place to Await Disability Retirement

**Paragraph    Title/Contents****SECTION B9: ALLOWABLE TRAVEL TIME COMPUTATION**

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- U5160        ALLOWABLE TRAVEL TIME COMPUTATION**
- A.    General
  - B.    Transoceanic Travel
  - C.    Common Carrier at Personal Expense or Mixed Modes Travel
  - D.    Elapsed Time is Less Than Authorized
  - E.    Additional Travel Time

**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**

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**SECTION C1: GENERAL**

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- U5200        PURPOSE**
- U5201        BASIC AUTHORITY**
- A.    General
  - B.    When Dependent Travel and Transportation Allowances Are Not Payable
  - C.    Travel before an Order Is Issued
  - D.    Time Limitation
- U5202        REIMBURSABLE EXPENSES**
- U5203        DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**
- U5204        FUNDS ADVANCE**

**SECTION C2: TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**

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- U5205        TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**
- A.    General
  - B.    Definitions
  - C.    Restriction
  - D.    Order
  - E.    Reimbursement

**SECTION C3: MISCELLANEOUS TRAVEL FACTORS**

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- U5207        TRANSOCEANIC TRAVEL**
- A.    Transportation Mode
  - B.    Air Travel Medically Inadvisable
  - C.    Travel by Oceangoing Car Ferry

**Paragraph    Title/Contents****U5210        PER DIEM RATE FOR DEPENDENT TRAVEL**

- A. General
- B. Dependent Accompanies Member
- C. Dependent Travels Independently
- D. Examples

**U5215        FACTORS AFFECTING DEPENDENT TRAVEL**

- A. Member Attains Eligibility for Dependent Travel
- B. Dependent Transported OCONUS at GOV'T Expense – Return at GOV'T Expense
- C. Dependent Acquired on or before the PCS Order Effective Date
- D. Effect of an Age Change or Dependency Status on Allowances
- E. Order Amended, Modified, Canceled or Revoked after Travel Begins
- F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Order Is Received
- G. PCS while on Leave or TDY
- H. Dependent En Route to the New PDS at the Time of the Member's Death
- I. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date
- J. Legal Custody of Children Changes after the PCS Order Effective Date

**U5218        TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON PDS LOCATION****U5220        DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**

- A. General
- B. MALT Rate
- C. Per Diem

**SECTION C4: VARIOUS UNIQUE PCS SITUATIONS****U5222        VARIOUS UNIQUE PCS SITUATIONS**

- A. Called (or Ordered) to Active Duty
- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to which Dependent Travel is Authorized
- D. Ordered on a Dependent Restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances
- E. Reassigned OCONUS Due to Base Closure or Similar Action before the Prescribed OCONUS Tour is Completed
- F. COT
- G. Consecutive OCONUS Tours for a Member with a Non Command Sponsored Dependent
- H. Transfer to/from/between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
- I. Change of Home port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty
- J. Assigned to a Mobile Unit or Ship Based Staff
- K. Member Ordered to a Hospital in CONUS
- L. Convicted Personnel Awaiting Completion of Appellate Review

**Paragraph    Title/Contents**

- M. Ship Being Constructed or Undergoing Overhaul or Inactivation
- N. Ordered to a CONUS PDS to which Dependent Travel is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

**SECTION C5: VARIOUS SEPARATIONS****U5225    SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
- D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the RCs Called (or Ordered) to Active Duty for Less Than 20 Weeks
- F. Member Serves Less Than the Initial Prescribed Period of Service
- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

**U5230    RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

- A. General
- B. Time Limits
- C. Recalled to Active Duty before Choosing a HOS
- D. Recalled to Active Duty after Choosing a HOS
- E. Member on TDRL Discharged or Retired
- F. Member Dies after Retirement or Release
- G. Member Ordered to a Place to Await Disability Retirement

**SECTION C6: UNUSUAL/EMERGENCY CIRCUMSTANCES****U5240    DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

- A. General
- B. PDS Changed to a Dependent Restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty
- C. RESERVED
- D. Dependent Travel and Transportation Incident to Alert Notice
- E. Dependent Travel and Transportation Incident to Tour Extension
- F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)
- G. Dependent Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT)
- H. Travel and Transportation for a Dependent Relocating for Personal Safety

**Paragraph    Title/Contents**

<b>U5241</b>	<b>DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS OR UPON DEATH</b>
	A. General
	B. Definitions
	C. Limitations
	D. When Authorized
	E. Administrative Instructions
	F. Dependent Escort Travel

**PART D: HHG TRANSPORTATION AND NTS****SECTION D1: GENERAL**

<b>U5300</b>	<b>GENERAL</b>
<b>U5305</b>	<b>ELIGIBILITY</b>
<b>U5310</b>	<b>BASIC ALLOWANCES</b>
	A. General
	B. Prescribed Weight Allowances
	C. Professional Books, Papers, and Equipment (PBP&E)
	D. Additional Consumable Goods
	E. Weight Additive Articles
	F. Excess Costs for Transportation of a Boat/Personal Watercraft, either Exceeding 14 Feet, as HHG
	G. Recruit's Civilian Clothing
	H. Storage
	I. GOV'T Paid Expenses
	J. Authorized Transportation Locations
	K. Transportation of Replacement HHG Items
	L. Required Medical Equipment
<b>U5315</b>	<b>ADMINISTRATIVE WEIGHT LIMITATIONS</b>
	A. General
	B. Authorization
	C. Exceptions
<b>U5317</b>	<b>HHG TRANSPORTATION DISALLOWED</b>
<b>U5318</b>	<b>RETRANSPORTATION OF THE SAME HHG</b>
<b>U5319</b>	<b>FUNDS ADVANCE</b>

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

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**U5320        TRANSPORTATION METHODS**

- A.    HHG
- B.    UB and/or PBP&E
- C.    GOV'T Procured Transportation
- D.    Personally Procured Transportation and NTS
- E.    Split Shipment

**U5330        FACTORS AFFECTING HHG TRANSPORTATION**

- A.    Combining Weight Allowances when Husband and Wife Are Both Members
- B.    Impact of Order Effective Date
- C.    Order Amended, Modified, Canceled or Revoked
- D.    Improper Transportation
- E.    Items of Extraordinary Value
- F.    HHG and Mobile Home Allowances
- G.    HHG Transportation before an Order Is Issued
- H.    Time Limitation
- I.    Alcoholic Beverage Transportation

**SECTION D3: NET WEIGHT AND EXCESS CHARGES**

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**U5335        NET WEIGHT DETERMINATION**

- A.    General
- B.    GOV'T Arranged Move
- C.    DPM Transportation
- D.    UB
- E.    When Shipment Weight is Unobtainable
- F.    Exceptions

**U5340        EXCESS CHARGES**

- A.    General
- B.    HHG Transportation in Excess of Authorized Weight Allowance
- C.    HHG Transportation other than between Authorized Locations
- D.    Transportation of Unauthorized Articles
- E.    HHG Transportation with Special Routing or Services Provided

**SECTION D4: TRANSPORTATION UNDER VARIOUS SITUATIONS**

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**U5345        TRANSPORTATION UNDER VARIOUS SITUATIONS**

- A.    Entrance into the Service
- B.    Called/Ordered to Active Duty
- C.    PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment
- D.    Courses of Instruction of 20 or More Weeks at One Location
- E.    CONUS Area to Which HHG Transportation Is Prohibited

**Paragraph    Title/Contents**

- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await an Order, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

**U5350    PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY**

- A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
- B. Ordered from Shore Duty to Sea Duty
- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
- F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
- G. Ordered from Sea Duty to Sea Duty
- H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port
- I. Unit Home Port Officially Changed
- J. Unit Home Port Change Officially Announced
- K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action

**SECTION D5: LOCAL SHORT DISTANCE MOVES****U5355    LOCAL SHORT DISTANCE MOVES**

- A. General
- B. Short Distance Move Incident to Reassignment or PCS
- C. Short Distance Move and NTS Incident to GOV'T/GOV'T Controlled QTRS or Privatized Housing Assignment/Termination
- D. Short Distance Move and NTS Incident to Vacating Local Economy QTRS

**SECTION D6: SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY****U5360    SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for Less than 20 Weeks or less than 6 Months for Initial Active Duty for Training
- F. Member Required to Vacate GOV'T/GOV'T Controlled QTRS or Privatized Housing upon Separation or Relief from Active Duty
- G. Time Limit
- H. Member Ordered Home to Await the Results of Disability Proceedings
- I. Member Serving in CONUS Who Has No Dependent and is Separated from the Service under other than Honorable Conditions

**Paragraph    Title/Contents**

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

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


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

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


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

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

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

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

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

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

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

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

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

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

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

**U5410        TRANSPORTATION**

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

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

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

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

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

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

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

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

**Paragraph    Title/Contents**

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## SECTION 1: GENERAL

### U5200 PURPOSE

This Part prescribes a dependent's travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Par. U5310 for HHG transportation and par. U5500 for mobile home transportation. Ch 7 includes a dependent's travel and transportation allowances in other special circumstances.

### U5201 BASIC AUTHORIZATION

#### A. General

1. A member is authorized dependent PCS travel and transportation allowances (except as indicated in par. U5201-B) for travel between points authorized in JFTR. Unless otherwise specified in this Part, the authorization conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, PCS travel and transportation allowances for a dependent are:
  - a. Transportation-in-kind (par. U5105-D) plus per diem (par. U5210); or
  - b. Reimbursement for common carrier transportation procured at personal expense (par. U5105-C) plus per diem (par. U5210); or
  - c. MALT (par. U5105-B) for POC travel, plus per diem (par. U5210) for the required travel days between authorized points, NTE the allowable travel time computed under par. U3005-C.
2. POC use for PCS travel, other than transoceanic, is to the GOV'T's advantage. If a member elects not to move a dependent when authorized, the dependent travel and transportation allowances for a still-eligible dependent are payable incident to a subsequent PCS NTE the greatest of the distances to the new PDS from the:
  - a. HOR or PLEAD (unless moved to the HOR or PLEAD ICW a move to 'another location' IAW par. U5218); or
  - b. Designated place; or
  - c. PDS from which the member elected not to move the dependent; or
  - d. Last PDS.

Any interim PCSs, for which a member did not claim dependent travel and transportation allowances, are ignored.

B. When Dependent Travel and Transportation Allowances Are Not Payable. A member is not authorized dependent travel and transportation allowances:

1. When a member is:
  - a. A cadet or midshipman;
  - b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
  - c. An RC enlisted member called (or ordered) to IADT for less than 6 months;
  - d. Called or ordered to active duty for training for fewer than 140 days; when the active duty for training period contemplated by an order is for fewer than 140 days (except as noted in par. U2146-B ("TDY" training 140 or more days, but not more than 180 days)), or active duty for training for 140 or more days when the active duty is at more than one location, but less than 140 days (except as noted in par. U2146-B)

at any one location; or

e. Called to active duty (for other than training) for 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or

f. Called to active duty (for other than training) for more than 180 days at one location but authorized per diem IAW par. U7150-F2b(2).

2. When a dependent:

a. Is a member on active duty on the PCS order effective date (par. U5215-I for travel and transportation allowances after the spouse is no longer on active duty);

b. Travels at personal expense before a PCS order is issued or before official notice is received that such an order is to be issued (par. U5201-C) (*transportation-in-kind, including GOV'T-procured transportation, must not be furnished before a PCS order is issued*);

c. Is not a dependent (except as provided in par. U5215-B) on the PCS order effective date (APP A) (authorization for allowances in pars. U5215-I (spouse separates/retires from service after the member's PCS order effective date) and U5240-G (dependent's travel and transportation is incident to an IPCOT) is unaffected);

d. Receives any other GOV'T-funded travel and transportation allowances for this travel;

e. Is a member's or spouse's parent, stepparent, or person in loco parentis (except as provided in par. U5215-B) as set forth in APP A1, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

f. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date ([B-131142, 3 June 1957](#)) (par. U5215-J for travel authorization when legal custody and/or control changes after the PCS order effective date);

3. For dependent travel:

a. Any portion of a journey they are transported by a foreign registered ship or airplane, if a U.S. registered ship or U.S.-certificated air carrier is available for the usually traveled route (however, per diem is payable);

\*b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (par. U7305-D1b), the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member);

c. When transportation is made available (whether used or not) to a member for a dependent by a foreign GOV'T, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);

d. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--pars. U5222-F2, U5222-F4, and U5222-G);

e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis;

**Part C: Dependent Travel & Transportation Allowances/Section 1: General**

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- f. To an OCONUS PDS when the dependent is not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
- g. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
- h. To a TDY station (when a member is assigned to indeterminate TDY, par. U4920);
- i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel before an Order Is Issued. A member authorized dependent travel and transportation allowances is authorized the allowances in par. U5201-A for a dependent's travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that the an order is to be issued ([52 Comp. Gen. 769 \(1973\)](#)). Any voucher must be supported by a statement by the PCS AO or a designated representative that the member was advised IAW the requirements of par. U5201-C. Par. U5201-C does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

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

**U5202 REIMBURSABLE EXPENSES**

The member is authorized reimbursement for the expenses listed in APP G, incurred incident to dependent PCS travel. Receipt requirements are the same as those in par. U2510.

**U5203 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**

A dependent traveling at GOV'T expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished. The cost of the documents issued must be charged to the member IAW Service regulations.

**U5204 FUNDS ADVANCE**

Travel and transportation allowances prescribed in this Part for a dependent may be paid in advance. Par. U1010-B5. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). Any other member authorized dependent transportation ICW separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

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## SECTION 2: DLA ELIGIBILITY FACTORS

### U5630 ELIGIBILITY FACTORS

A. General. A member is eligible to receive DLA under par. U5610 for a PCS move and dependent evacuation. These are the usual categories. There are a number of other situations in which a member may or may not be eligible for DLA. The eligibility under these special circumstances follows.

B. Special Categories for Which DLA Is Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at GOV'T expense ([42 Comp. Gen. 460 \(1963\)](#)).

\*2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. *The designated representative may not re-delegate this authority. **NOTE: DLA is payable for proximity moves performed under an ITDY order. See 37 USC §476(e) and 37 USC §477.***

3. Dependent Movement to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further DLA authority accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. U6012 and U6059.

4. Transfer to CONUS Hospital

a. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

5. Inter-service Transfer. When a member is:

a. Separated or relieved from active duty to continue on active duty in another Service, and

b. Transferred with no break in service from one Service to another under the authority of [10 USC §716](#) or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Order Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified,

canceled, or revoked. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move. **No more than two DLAs are authorized by par. U5630. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. Par. U5630 does not authorize more than one DLA for a dependent who moves twice under the authority in par. U5222-C3a.**

7. Member without Dependents Assigned to Two Crew Nuclear Submarine (SSBN)

a. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned GOV'T QTRS and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship ([57 Comp. Gen. 178 \(1977\)](#)).

b. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to GOV'T QTRS and occupies a private sector residence for a period of more than 15 days ([59 Comp. Gen. 221 \(1980\)](#)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA ([73 Comp. Gen. 6 \(1993\)](#)) if the member:

a. Has no dependent (**NOTE: DLA at the without dependent rate is payable under par. U5630-B11 to a member, who is a member with dependents for housing purposes solely because the member is paying child support.**), and

b. Is assigned to permanent duty aboard a ship, and

c. Elects not to occupy assigned shipboard QTRS for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

d. Occupies private sector housing ashore.

12. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military INSTALLATION. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military INSTALLATION and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves. For par. U5630-B12, the term military INSTALLATION means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments,

reduced personnel or funding levels, or skill imbalances ([10 USC §2687\(e\)\(3\)](#)).

13. Member without Dependents Elects Not to Occupy Inadequate GOV'T QTRS. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependent,
- b. Is assigned to QTRS of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such QTRS or facility.

14. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard QTRS, and
- d. Occupy a private sector residence or family type GOV'T QTRS ashore.

See 73 Comp. Gen. 6 (1993).

15. Housing Moves at a PDS for the GOV'T's Convenience. A partial DLA of \$701.84 (effective 1 January 2014) must be paid to a member who is ordered to occupy/vacate family-type GOV'T QTRS due to:

- a. Privatization,
- b. Renovation, or
- c. Any other reason for the GOV'T's convenience other than PCS. See the NOTE below.

**NOTE:** *For par. U5630-B, item 15(c), partial DLA is not authorized for the following local moves:*

1. *From GOV'T QTRS upon separation/retirement;*
2. *Incident to PCS;*
3. *Change in family size or bedroom requirement for the member's convenience including promotion;*
4. *Voluntarily member initiated (Exception: GOV'T directed moves under pars. U5355-C1 and U5355-C2);*
5. *Pending divorce or family separation;*
6. *Due to the member's misconduct; or*
7. *From privatized housing to privatized housing.*

16. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY order.

C. Special Categories for Which DLA Is *Not* Authorized. DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if GOV'T QTRS are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. U5630-C1 with which this item does not conflict.)***;

5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. U5201-B1a through B1d, U5201-B2a through B2f; and U5201-B3b;

6. Local short distance moves IAW par. U5355, except as authorized in pars. U5630-B1, U5630-B2, U5630-B12, and U5630-B15; or

\*7. For a Selected Reserve member authorized limited PCS allowances from home to duty station IAW par. U7645.

D. Household Relocation Incident to Alert Notification. A member with dependent,

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member married to member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type GOV'T QTRS, if both:

1. Are without dependents, and

2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

F. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the GOV'T's convenience under the conditions in par. U5355-D is authorized a DLA. ***This does not include moves to or from privatized housing.***

## PART H: TLE ALLOWANCE WITHIN CONUS

### U5700 PURPOSE

TLE is an allowance intended to *partially* pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging *in CONUS* ICW a PCS.

### U5705 AUTHORITY

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, DESIGNATED PLACE (APP A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS; or

***NOTE: TLE is payable incident to a move when entering active duty to the first PDS.***

2. After arriving at the new CONUS PDS, DESIGNATED PLACE, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or
3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or
4. For the elapsed time between PDSs when per diem is not payable; and
5. When the member's PCS order is cancelled or revoked after the member occupies temporary QTRS. The member is authorized TLE reimbursement up to the maximum number of days allowable; or
6. Upon initial arrival at a CONUS PDS and waiting for GOV'T QTRS assignment, or while completing arrangements for other permanent living accommodations when GOV'T QTRS are not available.

***NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, DESIGNATED PLACE, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.***

**Example:** If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a DESIGNATED PLACE (APP A1) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A DESIGNATED PLACE en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a

PCS); or

3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (par. U5205); or
6. When ordered to ITDY; or
- \*7. When a Selected Reserve member is authorized limited PCS allowances from home to duty station IAW par. U7645.

***NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.***

#### U5710 TIME LIMITATIONS

A. General. TLE reimbursement is limited to:

1. CONUS. 10 days for a member who:
  - a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and DESIGNATED PLACE in CONUS, but may not use TLE at the old OCONUS PDS (par. U9150); or
  - b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS DESIGNATED PLACE and CONUS PDS, but not OCONUS; or
2. OCONUS. 5 days for a member who:
  - a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and DESIGNATED PLACE in CONUS, but may not use TLE at the new OCONUS PDS (par. U9150); or
  - b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS DESIGNATED PLACE, but not OCONUS (par. U9150).

B. Temporary Increase

***Effective for TLE incurred on/after 20 March 2008. For TLE between 30 May 2006 and 19 March 2008, the maximum TLE period is 20 days.***

1. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
  - b. A sudden increase in the number of members assigned to the PDS.
2. TLE temporarily increased locations:

***NOTE: Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location. On departure from an extended TLE location, the '10-day' or '5-day' TLE length rules apply.***

<u>Location</u>	<u>Effective Dates</u>	<u>Number of TLE Days</u>
NONE		

3. Reimbursement for a location authorized a temporary TLE (par. U5710-B2) is based on the following criteria:
- The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.
  - The member is eligible for 5 or 10 days, whichever is applicable per par. U5710-A, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

4. **Examples**

- Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).
- Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

**U5715 TEMPORARY QTRS**

Temporary QTRS for the member/dependent(s):

- Must be a temporary residence; and
- Must be in the vicinity of the old and/or new PDS/DESIGNATED PLACE; and
- May be allowed if assigned family type GOV'T QTRS are not occupied because:
  - HHG have not been shipped from the old PDS; or
  - HHG have not been received at the new PDS; or
  - GOV'T QTRS are undergoing repair/renovation; or
  - HHG have been packed, picked up and/or shipped from the losing PDS; or
  - For similar reasons.

***NOTE: Lodging receipts are required by [DoDFMR 7000.14-R, Volume 9](#). When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.***

**U5720 REIMBURSEMENT**

- A. Member Married to Member. When both spouses are members:
- Each may be reimbursed up to \$290/day, and
  - Both may not claim the same dependent(s) for TLE on the same days, and
  - One member may not claim the other member for TLE payment, and

4. TLE *may be paid*, in addition to TQSE for civilian employees, (JTR, Ch 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

B. Per Diem Rate. The *locality* per diem rate based on the PDS (or DESIGNATED PLACE, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$290/day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days (B-221732, 10 April 1987); and
2. May choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s); and
3. Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. Should use adequate and available GOV'T QTRS on the U.S. INSTALLATION from which departing and/or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival. There is no requirement to use GOV'T QTRS in the vicinity of a designated place (see APP A).

***NOTE: For TLE purposes, when GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower. Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem. Availability/non-availability must be documented by the member by:***

1. *Confirmation number provided by the Service's lodging registration process; or*
2. *The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or*
3. *Member certification that GOV'T QTRS were not available before departure from the old PDS and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the GOV'T QTRS PoC(s).*

D. Reimbursement Example:

1. A member occupies temporary QTRS at the new PDS for 12 days (1 to 12 April).
2. The member's dependent(s) also occupy temporary QTRS for 12 days (18 to 29 April).
3. The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.
4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290/day.

E. Reimbursement Computation

**Step 1:** Determine the daily lodging ceiling and M&IE rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary QTRS	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**NOTES:** *The above percentage factors are used for both lodging and M&IE unless:*

*1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.*

*2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).*

**Step 2:** Determine the lodging cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

**Step 3:** Determine the gross daily equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

**Step 4:** Determine the applicable daily rate. Compare \$290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

**NOTE:** *The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only (current Standard CONUS per diem rate, par. U2025).*

<b>Example 1 -- TLE ALLOWANCE Member with no dependents</b>	
A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$124 (\$78/ \$46). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

<b>Example 2 -- TLE ALLOWANCE</b>	
<b>Member with 3 dependents</b>	
A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$129 (\$83/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	160% x \$46 = \$73.60
Lodging	160% x \$83 = \$132.80
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$132.80 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$80.00 = \$153.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.	\$290 vs. \$ 153.60 \$153.60/day x 8 days = \$1,228.80

<b>Example 3 -- TLE ALLOWANCE</b>	
<b>Two Members with other dependents</b>	
A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$129 (\$83/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:	
<b>Member #1</b>	
<b>(with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate).	
M&IE	100% x \$46 = \$46
Lodging	100% x \$83 = \$83
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$83 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
<b>Member #2</b>	
<b>(with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate)	
M&IE	100% x \$46 = \$46
Lodging	100% x \$83 = \$83
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$83 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576).	

**Example 4 -- TLE ALLOWANCE**

A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. **NOTE: In this example, each member claims the two dependent children BUT for different days.** The members are authorized TLE, computed as follows:

<b>Member #1 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.25 \$186.25/day x 10 days = \$1,862.50
<b>Member #2 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$56.00 = \$70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.25 \$186.25/day x 10 days = \$1,862.50
The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$3,725 (\$1,862.50 + \$1,862.50).	

**Example 5 -- TLE ALLOWANCE**

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136.00 (\$90/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:

<b>OLD PDS</b>	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$71.00 = \$113.60 160% x \$161.00 = \$257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$195 vs. \$257.60 \$195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$113.60 + \$195 = \$308.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$308.60 \$290/day x 2 days = \$580
<b>NEW PDS</b>	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$46.00 = \$73.60 160% x \$90.00 = \$144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$144 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$85.00 = \$158.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.	\$290 vs. \$158.60 \$158.60/day x 6 days = \$951.60
The member is authorized a total of \$1,531.60 (\$580 + \$951.60) for TLE.	

**Example 6 -- TLE ALLOWANCE**

A member occupies temporary QTRS at the new PDS for 12 days (1 to 12 April) at \$52/night (\$47 plus \$5 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18 to 29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$127 (\$81/ \$46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that GOV'T QTRS were not available at either location. The member is authorized TLE, computed as follows:

	<b>Member (New PDS)</b>	<b>Dependent(s) (Old PDS)</b>
1. Determine max rate (Given percent x locality rate) M&IE Lodging	65% x \$46.00 = \$29.90 65% x \$83.00 = \$53.95	100% x \$46.00 = \$46.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$53.95 \$52.00	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$29.90 + \$52.00 = 81.90	\$46.00 + \$60.00 = 106.00
Combined Total:		\$81.90 + \$106.00 = \$187.90
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$187.90.		\$290.00 vs. \$187.90 \$187.90/day x 10 days = \$1,879.00

**Example 7 -- TLE ALLOWANCE**  
**Two Rooms Occupied**

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

**U5725 FUNDS ADVANCE**

An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

## CHAPTER 6

### EVACUATION ALLOWANCES

**Paragraph    Title/Contents**

#### **PART A: AUTHORIZED/ORDERED OCONUS MOVEMENTS**

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##### **SECTION A1: GENERAL**

<b>U6000</b>	<b>REFERENCES</b>
	A. <a href="#">Title 37, USC §475a</a>
	B. <a href="#">DoDD 3025.14</a> , "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013
	C. DoD Services, <a href="#">DoD 7000.14-R</a> "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A))
<b>U6001</b>	<b>GENERAL INFORMATION</b>
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	E. Evacuation Allowance Payments
	F. When Allowance Payments Are Made
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##### **SECTION A2: DEPENDENT TRANSPORTATION**

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<b>U6004</b>	<b>DEPENDENT TRANSPORTATION</b>
	A. General
	B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered
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- E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
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**SECTION A3: SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT****U6005    SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND- SPONSORED DEPENDENT INCLUDING A DEPENDENT STUDENT**

- A. Purpose
- B. General
- C. Safe Haven Evacuation Allowances while Traveling
- D. Safe Haven Evacuation Allowances while at Safe Haven
- E. Safe Haven Evacuation Allowances while at a Designated Place
- F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
- G. Safe Haven Evacuation Allowance Computations

**U6006    LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE**

- A. Purpose
- B. When Payable
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- E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

**SECTION A5: POV TRANSPORTATION****U6008    POV TRANSPORTATION**

- A. POV Transportation Incident to Dependent's Evacuation
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<b>U6011</b>	<b>FAMILY SEPARATION HOUSING (FSH)</b>
<b>U6012</b>	<b>DISLOCATION ALLOWANCE (DLA)</b>
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- A. [Title 37, USC §475a](#).
- B. [DoDD 3025.14](#), "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013.
- C. DoD Services: see [DoD 7000.14-R](#) "Military Pay, Policy, and Procedures," Volume 9, Ch 7, Evacuation Allowances.

**U6001 GENERAL INFORMATION**

- A. General. An evacuation (see par. U6002-C) must be caused by unusual/emergency circumstances, such as:

1. War,
2. Riots,
3. Civil uprising/unrest,
4. Adverse political conditions,
5. Host government denial/revocation of permission to remain,
6. National/natural disasters,
7. Epidemics, or
8. Similar conditions of comparable magnitude.

- B. Application. The evacuation applies to:

1. A command and a non command sponsored dependent who is permanently residing at/in the member's PDS vicinity, at the time the evacuation is authorized/ordered. ***A non command sponsored dependent is authorized transportation only – no safe haven allowances.***
2. A command sponsored dependent en route to the member's:
  - a. PDS, or
  - b. PDS vicinity

to establish a permanent residence with the member.

- \*3. A dependent student authorized to travel to the member's PDS, under par. U7305-D;

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4. A dependent who permanently resides at a:
  - a. Member's former PDS vicinity following the member's assignment elsewhere, or
  - b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

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

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

**C. Member's Travel Status**

1. The statute pertaining to a dependent's evacuation ([37 USC §475a](#)), does not apply to a uniformed member.
2. A uniformed member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

**D. Funding**

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

- a. DoD: The Joint Plan Proponent

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

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

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

- b. Coast Guard

USCG Commandant (CG-832)  
2703 Martin Luther King JR Ave SE  
STOP 7618  
Washington DC 20593-7618

PHONE:  
(202) 372-3565 (commercial)

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c. NOAA

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

FAX:  
(301) 713-4140 (commercial)

PHONE:  
(301) 713-3444 (commercial)

d. USPHS

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

FAX:(240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

E. Evacuation Allowance Payments

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

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

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

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

G. Written Order

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

## H. Funds Advance

### 1. Travel and Transportation Allowances

- a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.
- b. An advance of safe haven allowances (authorized under par. U6005) may not exceed the estimated amount for 30 days at the safe haven/designated place.
- c. Transportation advances (see par. U1015-C2e) must be issued **only** to provide sufficient funds to cover necessary expenses incurred for:

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

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

### 3. Pay

- a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.
- b. The member designates the advance amount, NTE 2 month's basic pay.
- c. The pay advance is payable, to the dependent, in one or more installments.
- d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.
- e. References
  - a. DoD. [DoDFMR, Vol. 7A](#), Military Pay, Policy, and Procedures.
  - b. USCG. [COMDTINST M7220.29](#), U.S. Coast Guard Pay Manual.
  - c. Implementing Procedures. See individual Service pay and allowance manual(s).

## U6002 DEFINITION OF TERMS USED IN THIS PART

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

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

1. Residing in a command sponsored/non command sponsored status at/in the member's PDS vicinity, at the time of the evacuation;
2. Command sponsored, but temporarily absent from the member's PDS or its vicinity;
3. Command sponsored and en route to the member's PDS or its vicinity to establish a residence with the member;

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\*4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. U7305-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,

5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

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

D. Safe Haven

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

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

## U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas

a. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS.

b. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or antiterrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants.

c. The SECDEF's authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the COCOM Commander and the Chief of Mission. See [Memorandum of Agreement](#) between DOS and DoD, 14 July 1998.

d. If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the COCOM Commander or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area.

e. The DoD (USD (P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba ([DoDD 3025.14](#), 26 February 2013).

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

a. The Secretary of Defense or the Secretary's designated representative (Principal Deputy Under SECDEF (Personnel and Readiness (PDUSD (P&R))) for dependents of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;

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- b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;
- c. The Secretary of HHS, or the Secretary's designated representative (Director, Division of Commissioned Corps Personnel and Readiness, COML (240) 453-6059), for the dependent of a PHS member;
- d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;
- e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);
- f. The head of a DoD component (APP A1) or designated representative;
- g. The commander of a U.S. INSTALLATION (APP A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and
- h. The commander, director, head, chief or supervisor of an organization or office.

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

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

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

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

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

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

2. **Alternate Safe Haven Location Designation**

a. **DoD Services**

(1) Per **DSSR** 614, DoS (Under Secretary of State for Management Office) (USS (Mgt) authority is required for designation of an alternate foreign OCONUS safe haven.

(2) The member's command should request USS(Mgt) clearance through the Chief of Mission of the US Embassy in the country where the member is assigned and the member must include that clearance with their request to PDUSD(P&R).

(3) Following Secretary of State authority, the PDUSD (P&R) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent.

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- (4) The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed.
  - (5) While determinations are made on a case by case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the GOV'T's best interest.
  - (6) Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (APP A1).
- b. Non-DoD Services. The Secretarial Process following Secretary of State authority (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authority is not required for an alternate safe haven in the U.S.
- c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at GOV'T expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.
3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.
- C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place
1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.
  2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.
- D. Evacuation Status Termination
1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.
  2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

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**SECTION 2: DEPENDENT TRANSPORTATION****U6004 DEPENDENT TRANSPORTATION**

A. General. Par. U6004 provides for necessary dependent's relocation incident to an evacuation, to include the dependent of a member assigned to an OCONUS PDS who dies before/during an evacuation of that PDS. Authorization for dependent's transportation under par. U6004 is the same as that authorized for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

\*B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. U7305-D, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. U6004-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. U6004-I1a.

C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered. A dependent who is residing at/in the vicinity of a member's former duty station following the member's assignment elsewhere, or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an authorization/order ICW the member's unaccompanied tour of duty, when an evacuation of the duty station at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs such travel. A dependent, who was moved at Gov't expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21, is a dependent for this Part. Further, such dependent, and any dependent transported under par, U6004-C who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/Ordered

1. Command-sponsored Dependent Who Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A command-sponsored dependent, who has established a residence at/in the member's OCONUS PDS vicinity but who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ordered, is to be retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or be furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation authorization/order.

\*2. Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered. When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. U7305-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. U7305-D. If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the

**Part A: Authorized/Ordered OCONUS Movements Section 2: Dependent Transportation**

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member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. U5260-D.

\*E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. U7305-D:

1. With a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to Gov't reimbursement (i.e., it was not intended to issue a port call for that dependent travel), and
2. Who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

must be requested to remain where they are (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For a dependent with a port call, the official issuing the port call must ascertain the appropriate action to take in each case from the member's Service headquarters and furnish timely notification to the dependent concerned. For a dependent without a port call, the Service member's AO determines the appropriate action to take in each case and furnishes timely notification to the dependent concerned. The dependent is authorized transportation from the place at which evacuation notification was received to the safe haven or the designated place, whichever the official implementing the State Department evacuation instructions considers appropriate. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has neither received a port call nor official authorization to travel to the member's PDS is not authorized any transportation under this Part.*** See par. U6005-F for safe haven allowances payable.

F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Authorized/Ordered to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or dependent student evacuated to a safe haven under par. U6004 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependent. A non-command-sponsored dependent at the member's OCONUS PDS when the evacuation is authorized/ordered is authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. A non-command-sponsored dependent who is en route to, but has not yet arrived at, the PDS when the dependent's evacuation is authorized/ordered, is not authorized any transportation under this Part.

H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6004-H may be paid in advance.

## 2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under par. U6004-H to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as for all other TDY.

b. U.S. Gov't Civilian Employee as Escort. While a U.S. Gov't civilian employee is performing escort duty under par. U6004-H, the employee is authorized the allowances in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort, see JTR, par. C7100.

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Gov't civilian employee, whose travel is authorized as an escort for a dependent(s) under par. U6004-H, is issued an ITA. See APP E. Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for a U.S. Gov't civilian employee.

## I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

### 1. Command-sponsored Dependent and Dependent Student

a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DOD Services, the USD(P&R) can authorize an evacuated dependent who is a command-sponsored dependent or dependent student to travel to the member's OCONUS PDS. For the non-DOD Services, that authority is vested in the Secretarial Process. When that authority has been granted, a command-sponsored dependent at a safe haven or designated place is authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the dependent's scheduled arrival date there. If less than 60 days remain in the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS. An evacuated dependent who was at a member's previous PDS or an OCONUS designated place incident to the member's unaccompanied tour is authorized return transportation to the location from which evacuated under these conditions.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. A command-sponsored dependent required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, is authorized one of the following for authorized round-trip travel:

- (1) Gov't-owned or Gov't-procured transportation, or
- (2) Transportation-in-kind, or
- (3) Reimbursement for the actual cost of personally-procured commercial transportation, limited to what it would have cost to provide Gov't-procured transportation, or
- (4) The automobile TDY mileage rate for the official distance when a POC is used.

When two or more command-sponsored dependents travel together by POC, only the POC operator is authorized the TDY mileage allowance. ***Additional safe haven allowances or reimbursement for meals and lodging are not authorized ICW this travel.***

2. Non-command-sponsored Dependent. A non-command-sponsored dependent, who has been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation, is furnished transportation to the member's PDS from the safe haven when the USD(P&R) has authorized a DOD Service member's dependent, and the Secretarial Process has authorized a non-DOD Service member's dependent, to return to the member's PDS. *A non-command-sponsored dependent who has been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DOD Services and the Secretarial Process for the non-DOD Services.*

### SECTION 3: SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

#### U6005 SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT INCLUDING A DEPENDENT STUDENT

A. Purpose. A safe haven evacuation allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. ***A member is not authorized any safe haven evacuation allowances in Ch 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.*** However, all other dependents listed in par. U6001-A, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/DESIGNATED PLACE, are authorized safe haven evacuation allowances, even though no longer command-sponsored.

#### NOTES:

1. ***Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or a non-foreign OCONUS area is a separately reimbursable travel expense in addition to lodging reimbursement.***
2. ***Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.***

#### B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated command-sponsored dependent and an evacuated dependent student are authorized a safe haven evacuation allowance computed using the 'Lodgings-Plus' computation method for each day they are in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see APP A PER DIEM definition and Ch 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, NTE the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the 'Lodgings-Plus' computation method described in Ch 4, Part B, applies to an evacuated command-sponsored dependent and a dependent student. ***If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored dependent and dependent student is authorized the safe haven evacuation allowance M&IE portion even if not authorized the safe haven evacuation allowance lodging portion for any given day. See the computations in par. U6005-G. ***GOV'T dining facility/mess or open mess availability/use has no effect on safe haven evacuation allowances for a dependent even though the dependent may or does use such facilities without charge.*** A safe haven evacuation allowance payable under par. U6005 may be paid in advance as in par. U6013-A.

#### 2. Authority Termination

a. Authority for safe haven evacuation allowances may:

- (1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or
- (2) Terminate sooner for other reasons.

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b. If not terminated under par. U6005-B2a above, safe haven evacuation allowances authorized in par. U6005 terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authority for evacuation safe haven evacuation allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or

(2) Member dies (see par. U6001-A).

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date dependents depart the safe haven for the PDS or DESIGNATED PLACE (or convert the safe haven to a DESIGNATED PLACE); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a DESIGNATED PLACE. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/DESIGNATED PLACE and is then authorized to return to the PDS or move to a DESIGNATED PLACE, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the safe haven evacuation allowance lodging portion for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling from:

1. The place at which a dependent receives evacuation notification incident to travel to a member's PDS under par. U6004-D or U6005-F to a safe haven or DESIGNATED PLACE;

2. A member's OCONUS PDS to a safe haven or DESIGNATED PLACE;

3. One safe haven to another safe haven;

4. A safe haven to a DESIGNATED PLACE, or;

5. A safe haven or DESIGNATED PLACE to return to member's OCONUS PDS; the safe haven evacuation allowance payable to a command-sponsored dependent and a student dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A command-sponsored dependent, and a dependent student in an evacuation status, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven evacuation allowances for any of those 30 days the command-sponsored dependent is authorized safe haven evacuation allowances. The safe haven evacuation allowance is computed as shown in the par. U6005-G examples, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized the full evacuation allowance amount, while a dependent under age 12 is authorized a safe haven evacuation

allowance NTE 50% of the locality [per diem rate](#) for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent and/or the Secretary Concerned for a non-DoD Service member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent under par. U6005-B2) at:

- a. 60% of the locality [per diem rate](#) for the area for a dependent age 12 and older, and
- b. 30% of the locality [per diem rate](#) for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals and IE exceed the reduced rate amount). The specific dependent(s) receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC Chief, requesting an increased safe haven evacuation allowance rate. Requests must contain the actual daily cost figures for lodging, meals and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be forwarded to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail : Per Diem, Travel and Transportation Allowance Committee  
ATTN: Evacuation Allowances  
4800 Mark Center Drive  
Suite 04J25-01  
Alexandria, VA 22350-9000
- b. FAX: (571) 372-1301
- c. E-Mail: [pdtatac-tt@dtmo.pentagon.mil](mailto:pdtatac-tt@dtmo.pentagon.mil), or
- d. Message: SECDEF WASHINGTON DC//DTMO//.

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven evacuation allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

## 2. Safe Haven Evacuation allowances when Movement to Another Safe Haven Is Directed or Authorized.

Competent authority may direct the movement of a command-sponsored dependent and/or a dependent student between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. U6005-D1.

When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances as in par. U6005-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request a dependent is authorized to travel between:

- a. Safe havens (e.g., from CONUS safe haven to safe haven in Japan), or
- b. Locations within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) are paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. U6005-D1.

- a. The maximum 180-consecutive-day period authorized in par. U6005-D1,
- b. The date the dependent departs the safe haven for the DESIGNATED PLACE (or converts the safe haven to a DESIGNATED PLACE), or
- c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

4. Safe Haven Evacuation allowances - Termination when an Evacuated Dependent Is Directed to Move to a DESIGNATED PLACE. A command-sponsored dependent at a safe haven is expected to comply promptly with the requirement to select a DESIGNATED PLACE and move thereto if the dependent selects other than the safe haven location as the DESIGNATED PLACE. The requirement to select a DESIGNATED PLACE is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement directing the relocation to a DESIGNATED PLACE must specify the date on which safe haven evacuation allowances terminate for a dependent ordered to relocate from the safe haven to a DESIGNATED PLACE. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. U6005-B2.

5. A Command-sponsored Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. A command-sponsored dependent who has established a residence at/in the member's OCONUS PDS vicinity who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ordered, is at a safe haven thereat and is authorized the safe haven evacuation allowances for the place at which located beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

\*6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. U7305-D, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven evacuation allowances under Ch 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. U6004-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authority terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

- \*a. Would have otherwise returned under par. U7305-D from the member's PDS,
- b. Departs the safe haven to return to school to resume class attendance there, or
- c. Starts attending classes at school,

whichever occurs earliest.

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7. Safe Haven Evacuation Allowances when Away from Safe Haven. Safe haven evacuation allowances continue for a command-sponsored dependent at a safe haven location, and a dependent student at the safe haven location under par. U6005-D6, who is absent from the safe haven for personal reasons, during such absences provided the:

- a. Dependent does not join the member to establish a residence (or occupy the old residence) at the PDS, and
- b. Dependent student (at the safe haven under par. U6005-D6) does not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs are the dependent's financial responsibility. The locality per diem rate used for safe haven allowances and the payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances while at a DESIGNATED PLACE. When a command-sponsored dependent or a dependent student selects a DESIGNATED PLACE and moves there, or converts the safe haven location to a DESIGNATED PLACE, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodgings, M&IE while locating and establishing such residence. While at a DESIGNATED PLACE, a dependent who:

1. Moves to a DESIGNATED PLACE is authorized safe haven evacuation allowances as in par. U6005-D.
2. Converts the safe haven to a DESIGNATED PLACE, or a dependent student who converted the school location to a DESIGNATED PLACE, is authorized safe haven evacuation allowances as in par. U6005-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. U6005-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven evacuation allowance begins on the dependent's initial arrival date at the DESIGNATED PLACE or the date their safe haven is converted to a DESIGNATED PLACE. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted, but safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the DESIGNATED PLACE as in par. U6005-D for a safe haven. The Secretarial Process may approve safe haven evacuation allowance rates higher (i.e., higher percentages) than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, M&IE.

F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When a member's OCONUS PDS is authorized/ordered evacuated, a dependent:

1. With a port call for travel to the member's PDS or with official authority to travel to the member's PDS on personally-procured transportation subject to reimbursement by the GOV'T (i.e., it was not intended to issue a port call for that dependent's travel);
2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and
3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a DESIGNATED PLACE;

is authorized safe haven evacuation allowances based on the locality [per diem rate](#) for the area concerned, computed as shown in par. U6005-G. The safe haven evacuation allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authority to travel to the member's PDS on personally-procured transportation. The safe haven evacuation allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a DESIGNATED PLACE. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a DESIGNATED PLACE is authorized, pars. U6005-C and U6005-D apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

**NOTES:**

- 1. The locality [per diem rates](#) and [mileage allowances](#) used in the following example(s) are for illustrative purposes only and may not reflect current allowances.*
- 2. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven evacuation allowances.*
- 3. Tax paid on lodgings while at a safe haven/DESIGNATED PLACE or traveling in a foreign OCONUS area is not separately reimbursable. It is part of the per diem rate used in safe haven evacuation allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.*
- 4. OCONUS locality rates include an amount for laundry/dry cleaning/pressing of clothing cost. CONUS locality per diem rates do not include an amount for laundry/dry cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or DESIGNATED PLACE.*

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<b>EXAMPLE 1</b>			
A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was \$70 plus \$5.60 for lodging tax (8%). The maximum locality per diem rate was \$127 (\$66/ \$61).			
(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. U6005-D1:			
Each dependent age 12 or older is authorized a safe haven evacuation allowance NTE the full locality per diem rate (\$127), which in this case is \$61 for M&IE and NTE \$66 for lodging. Each dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate.			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$61.00	\$66	\$127.00
Child (age 12 or older)	\$61.00	\$66	\$127.00
Child (under age 12)	\$30.50 (\$61.00 x 50%)	\$33 (\$66 x 50%)	\$63.50
Max daily amount payable for the 3 dependents' costs:	\$152.50	\$165	\$317.50
(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), (\$152.50 for M&IE and NTE \$165 for lodging), as follows:			
M&IE:	\$152.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)		
Lodging:	\$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum (\$165) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily Amount:	\$222.50 (Daily amount that is payable to dependents (within the maximum \$317.50 established in (a) for the three dependents' costs incurred for the first 30 days)		
Lodging Tax:	\$5.60		
Total:	\$228.10 (Actual daily amount (including lodging tax) paid to dependents for the three dependents' costs incurred for first 30 days)		
(c) Beginning on the 31st day safe haven evacuation allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality <u>per diem rate</u> , unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:			
	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$36.60 (\$61 x 60%)	\$39.60 (\$66 x 60%)	\$76.20
Child (over age 12 or older)	\$36.60 (\$61 x 60%)	\$39.60 (\$66 x 60%)	\$76.20
Child (under age 12)	\$18.30 (\$61 x 30%)	\$19.80 (\$66 x 30%)	\$38.10
Max daily amount payable for the 3 dependents' costs:	\$91.50	\$99	\$190.50
(d) Determine the actual total daily amount for payment for the 31 <sup>st</sup> to the 180 <sup>th</sup> days, within the maximum amounts shown in (c) (\$91.50 for M&IE and NTE \$99 for lodging), as follows:			
M&IE:	\$91.50 (The M&IE in this daily amount is paid to cover M&IE for the three dependents. No itemization or receipts are required.)		
Lodging:	\$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$99) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily Amount:	\$161.50 (Daily amount that is payable to dependents (within the maximum \$198.50 established in (c) for costs incurred by the three dependents on 31 <sup>st</sup> to 180 <sup>th</sup> days)		
Lodging Tax:	\$5.60		
Total:	\$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31 <sup>st</sup> to the 180 <sup>th</sup> days)		

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A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was \$52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also \$52 (including lodging tax). Max locality [per diem rate](#) for the safe haven location was \$84 (\$44/ \$40).

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. U6005-D1):

Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate (\$84), which in this case is \$40 for M&IE and up to \$44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$40	\$44	\$84
Child (over age 12)	\$40	\$44	\$84
Child (under age 12)	\$40	\$44	\$84
Child (under age 12):	20 (\$40 x 50%)	\$22 (\$44 x 50%)	\$42
Max daily amount payable for the 4 dependents' costs:	\$140	\$154	\$294

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). (\$140 for M&IE and \$154 for lodging), as follows:

M&IE:	\$140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	\$104 (This is the actual daily amount (\$52 + \$52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum (\$154) that may be reimbursed. A lodging receipt is required for this amount.)
Total:	\$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31<sup>st</sup> day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality [per diem rate](#), unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31<sup>st</sup> day to the 180<sup>th</sup> day is determined as follows:

(d) Beginning on the 31<sup>st</sup> day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality [per diem rate](#), unless otherwise authorized under par. U6005-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31<sup>st</sup> day to the 180<sup>th</sup> day is determined as follows:

	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (under age 12)	\$12 (\$40 x 30%)	\$13.20 (\$44 x 30%)	\$25.20
Max daily amount payable for the 4 dependents' costs:	\$84	\$92.40	\$176.40

(e) Determine the actual total daily amount that is paid for the 31<sup>st</sup> to the 180<sup>th</sup> days, within the maximum amounts shown in (c) (\$84 for M&IE and up to \$92.40 for lodging), as follows:

M&IE:	\$84 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	\$92.40 (The actual daily cost for lodging for the four dependents is \$104 but the maximum that may be reimbursed is \$92.40. A lodging receipt is required for the actual lodging cost.) (See <b>NOTE</b> .)
Total:	\$176.40 (The actual daily amount paid for the four dependents on the 31 <sup>st</sup> to the 180 <sup>th</sup> days)

**NOTE:** Since the amount (\$92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid (\$104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from \$26.40 to \$38. If approval is received, an additional \$11.60/day is payable to cover the lodging costs.

**Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps****EXAMPLE 3**

A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6005-D5, the dependent was determined to already be at a safe haven and authorized safe haven evacuation allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven evacuation allowances under par. U6005-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality [per diem rate](#) for the CONUS location at that time was \$192 (136/ \$56).

(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. U6005-D1):

Each dependent age 12 years or older is authorized safe haven evacuation allowances NTE the full per diem rate (\$192), which in this case is \$56 for M&IE and NTE \$136 for lodging.

	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$56	\$136	\$192
Child (over age 12)	\$56	\$136	\$192
Max daily amount payable for the 2 dependents' costs:	\$112	\$272	\$384

(b) The actual total daily amount, within the maximum amounts shown in (a) (\$112 for M&IE and NTE \$272 for lodging), that may be paid for first 30 days is determined as follows:

M&IE:	\$112 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	\$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. U6005-B1)).
Total:	\$112 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)

(c) Beginning on the 31<sup>st</sup> day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) of the applicable locality [per diem rate](#) unless otherwise authorized under par. U6005-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31<sup>st</sup> day to the 180<sup>th</sup> day as follows:

	<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:	\$33.60 (\$56 x 60%)	\$81.60 (\$136 x 60%)	\$115.20
Child (over age 12)	\$33.60 (\$56 x 60%)	\$81.60 (\$136 x 60%)	\$115.20
Max daily amount payable for the 2 dependents' costs:	\$67.20	\$163.20	\$230.40

(d) Determine the actual total daily amount that is paid for the 31<sup>st</sup> to the 180<sup>th</sup> days, within the maximum amounts shown in (c) (\$67.20 for M&IE and NTE \$163.20 for lodging), as follows:

M&IE:	\$67.20 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	\$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. U6005-B1)).
Total:	\$67.20 (The actual daily amount paid for the two dependents' costs on the 31 <sup>st</sup> to the 180 <sup>th</sup> days)

Part A: Authorized/Ordered OCONUS Movements /Section 3: Safe Haven Alws for Deps

<b>EXAMPLE 4</b>				
A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their CONUS DESIGNATED PLACE.				
The dependents shared a hotel room at the DESIGNATED PLACE and incurred a lodging cost of \$150 plus \$18.75 lodging tax (12.5%)/day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the DESIGNATED PLACE. Safe haven evacuation allowances at the DESIGNATED PLACE begin on the arrival date at that place (15 August) and continue to 2400 on the day they occupied the permanent residence. See par. U6005-E. The maximum locality rate at the arrival point at the time of travel was \$139 (\$78/ \$61). The maximum locality rate at the DESIGNATED PLACE was \$207 (\$141/ \$66).				
(a) The maximum safe haven evacuation allowances that may be paid for the member's three dependents for 14 August while they traveled to the DESIGNATED PLACE and while they remained overnight at the arrival point (par. U6005-E):				
<u>Depart (14 Aug)</u>	<u>Arrive (14 Aug)</u>	<u>Overnight Lodging</u>	<u>Depart (15 Aug)</u>	<u>Arrive (15 Aug)</u>
OCONUS PDS	POE CONUS	CONUS arrival point. Incurred a lodging cost of \$75 plus \$9 lodging tax (12%)	CONUS arrival point	Designated Place
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$139), which in this case is \$61 for M&IE and NTE \$78 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.				
		<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:		\$61.00	\$78	\$139.00
Child (age 14)		\$61.00	\$78	\$139.00
Child (age 9):		\$30.50 (\$61.00 x 50%)	\$39 (\$78 x 50%)	\$69.50
Max daily amount payable for the 3 dependents' costs:		\$152.50	\$195	\$347.50
(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) (\$152.50 for M&IE and NTE \$195 for lodging) for payment for the travel period to the DESIGNATED PLACE via the CONUS arrival point on 14 August.				
The dependents are authorized 75% of the M&IE for travel on 14 August (\$152.50 x 75% = \$114.38).				
M&IE:	\$114.38 (The M&IE in this amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)			
Lodging:	\$75 (This is the actual amount (not including lodging tax) the three dependents paid for lodging at the arrival point, which is less than the maximum (\$195) that may be reimbursed. A lodging receipt is required for this amount.)			
Lodging Tax:	\$9			
Total:	\$198.38 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.)			
(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the DESIGNATED PLACE through the day the permanent residence was occupied as follows. See par. U6005-E:				
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$207), which in this case is \$66 for M&IE and NTE \$141 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.				
		<b>M&amp;IE</b>	<b>Max Lodging</b>	<b>Total</b>
Member's spouse:		\$66	\$141	\$207
Child (age 14)		\$66	\$141	\$207
Child (age 9):		\$33 (\$66 x 50%)	\$70.50 (\$141 x 50%)	\$103.50
Max daily amount payable for the 3 dependents' costs:		\$165	\$352.50	\$517.50
(d) The actual total daily amount, within the maximum amounts shown in (c) (\$165 for M&IE and NTE \$352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:				
M&IE:	\$165 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)			
Lodging:	\$150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum (\$352.50) that may be reimbursed. A lodging receipt is required for this amount.)			
Daily amount:	\$315 (The daily amount that is payable to dependents within the maximum \$352.50 established in (c) for the three dependents' costs for 27 days)			
Lodging Tax:	\$18.75			
Total:	\$333.75 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the DESIGNATED PLACE for 27 days (27 days x \$333.75/day = \$9,011.25)).			

**U6006 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE**

A. Purpose. A local travel allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel.

B. When Payable. A local travel allowance is:

1. Authorized to be paid when a dependent is receiving safe haven evacuation allowances and has not taken delivery of a POV transported to the DESIGNATED PLACE under par. U6008.

2. Paid at a rate of \$25/day/family group, regardless of the number of dependents with no receipt required.

C. When Not Payable. *An allowance under par. U6006 may not be paid for any day that reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.*

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## PART Q: TRAVEL FOR DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS

### U7415 DISCIPLINARY ACTION

#### A. Transportation

1. General. When a member is ordered to travel for disciplinary action:
  - a. A GOV should be used, if available; or
  - b. If a GOV is not available, the member must be directed to use GOV'T procured transportation;
  - c. If GOV'T procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or
  - d. If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate (see par. U2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required.
2. Limitations. The provisions in par. U3220-B allowing reimbursement up to the directed mode cost does not apply.

B. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. U2030.

#### \*C. Per Diem

1. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized as the traveler is not in a travel status performing official business.
2. See APP A1 for the definition of **TRAVEL STATUS**.
3. The Service is responsible for scheduling and arranging travel and transportation for disciplinary action travel at GOV'T expense.

### U7420 PRISONERS AND GUARDS

#### A. Travel and Transportation of Prisoners and Their Guards

1. Documents. All travel and transportation documents, including tickets, should:
  - a. Be in the name of the member in charge "for" the prisoner(s);
  - b. Be signed, when proper, by the member in charge; and
  - c. Not be surrendered to the individual prisoner(s) for any reason.
2. Transportation
  - a. When a prisoner is moved on public transportation, the member in charge should obtain GOV'T procured transportation for all members and prisoners named in the order.

**Part Q: Travel for Disciplinary Action & Travel Of Prisoners & Their Guards**

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- b. Transportation in kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.
  3. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.
  4. Reimbursable Expenses. Reimbursable expenses (APP G) incurred ICW pars. U7420-A2, U7420-B and U7420-C are payable.
  5. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. INSTALLATION
    - a. Authorized Reimbursement
      - (1) A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items.
      - (2) Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter.
    - b. Reimbursement Limitations. Total reimbursement for meals and lodging must not exceed per diem/actual expense allowances for a TDY member.
- B. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in kind to the HOR, or place authorized for residence. *Par. U3220-B, allowing reimbursement NTE the directed transportation mode cost, does not apply.*
- C. Prisoners on "Commandant's Parole"
1. Travel upon Release. A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in kind and meal tickets to the HOR/other authorized destination.
  2. Subsequent Travel. If practical and appropriate, a prisoner is furnished transportation in kind and meal tickets, from the HOR/other authorized destination to the location concerned, and for return travel, for official travel required for:
    - a. A rehearing that is ordered following travel completion; or
    - b. Hospitalization, physical examination, discharge, or other purposes incident to the parole.
  3. Actual Transportation Costs and Occasional Meals. If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. U7420-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. U3045, and for occasional meals (par. U4230).
- D. Absentees, Stragglers, and Deserters Moved between U.S. INSTALLATIONS. See Ch 7, Part K.

## CHAPTER 8

### COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA) 37 USC §403b

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	B. Member with Dependents
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<b>U8002</b>	<b>ELIGIBLE MEMBERS</b>
<b>U8004</b>	<b>RATE PAYABLE</b>
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	B. Both Husband and Wife Are Members
	C. Member Assigned to a Ship or Afloat Staff
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	E. Member in a Leave Status
	F. Member Processing for Separation or Retirement
<b>U8006</b>	<b>CONUS COLA NOT PAYABLE</b>
<b>U8008</b>	<b>CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA</b>
<b>U8010</b>	<b>MEMBER PAYING CHILD SUPPORT</b>
<b>U8012</b>	<b>CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN</b>
<b>U8014</b>	<b>CONUS COLA WHEN ORDERED ON A PCS</b>
<b>U8016</b>	<b>SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION</b>
	A. General
	B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved
	C. Other Circumstances
	D. Rates Applicable
<b>U8018</b>	<b>ACQUIRED DEPENDENT</b>
	A. General Rules
	B. Dependent Visits/Moves to the PDS
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<b>U8020</b>	<b>THE GOVERNMENT DEFERS DEPENDENT TRAVEL</b>
	A. General
	B. Dependent Travel Authorized to CONUS PDS
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<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U8022</b>	<b>MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS</b> A. General B. Decision Logic Table
<b>U8024</b>	<b>EARLY RETURN OF DEPENDENTS</b> A. Early Return at GOV'T Expense B. Early Return at Personal Expense C. Decision Logic Table
<b>U8026</b>	<b>DEPENDENT TRAVEL - ADVANCE AND DELAYED</b> A. General B. CONUS COLA Based on Dependent's Location or Old PDS C. Secretarial Determination D. Rates Applicable E. Decision Logic Tables
<b>U8028</b>	<b>MEMBER IN A MISSING STATUS</b> A. Member without Dependents B. Member with Dependents
<b>U8030</b>	<b>MEMBER IN CONFINEMENT</b>
<b>U8034</b>	<b>AUTHORITY WHEN THE MEMBER IS HOSPITALIZED</b>
<b>U8036</b>	<b>CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS</b> A. Member with Dependents B. Member without Dependents
<b>U8038</b>	<b>RC MEMBER</b> A. General B. Location Rate C. Decision Logic Table

**CHAPTER 10**  
**HOUSING ALLOWANCES**

**Paragraph    Title/Contents**

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

- A.    Sharer
- B.    Owner-owned Multiple Occupancy Dwelling
- C.    Vicinity
- D.    GOV'T QTRS
- E.    Privatized Housing
- F.    Rental Charge
- G.    Housing Allowance
- H.    Primary Residence

**U10002      HOUSING ALLOWANCE**

- A.    General
  - B.    Rates
  - C.    GOV'T QTRS
  - D.    Dependency Determinations
  - E.    Housing Allowance Start and Stop Dates
- Table U10A-1    Date to Start BAH or OHA-Member with Dependents  
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**U10006      BAH ADVANCES**

- A.    Authority
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**U10008      BAH DIFFERENTIAL (BAH-DIFF)**

- A.    General
- B.    BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

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

- A.    Partial Rates
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	C. Navy Barracks Privatization Test
<b>U10012</b>	<b>TRANSIT HOUSING ALLOWANCE (BAH-T)</b>
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	B. OHA and ‘MALT Plus’
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<b>U10022</b>	<b>OHA DETERMINING MONTHLY RENT</b>
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- E. Dependency Re-determinations
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**U10102      DEPENDENTS**

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- B. No Authorization on Dependent's Behalf
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**U10104      MEMBER'S MARRIAGE STATUS DETERMINATION**

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- B. Remarriage within a Prohibited Period Following Divorce
- C. Marriage by Proxy
- D. Marriage by Telephone
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**U10106      DEPENDENT SUPPORT**

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<b>U10120</b>	<b>CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER</b> A. Child in GOV'T QTRS B. Child Not in GOV'T QTRS
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## PART A: GENERAL INFORMATION

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

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

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

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

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

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

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

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

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

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

E. Privatized Housing

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

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

G. Housing Allowance. Housing allowance includes:

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

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

**U10002 HOUSING ALLOWANCE**

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

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

1. BAH Rates

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

2. OHA Rates

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

3. FSH Rates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<sup>3</sup>

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

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

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table U10A-2		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	Dies	of death.
2	is divorced <sup>1</sup>	of the final decree of divorce. <sup>1</sup>
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. <sup>2</sup>
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23 <sup>rd</sup> birthday if a full time student). <sup>4</sup>
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. <sup>3</sup>
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

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

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

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

<sup>4</sup> See par. U10108 regarding dependents over age 21.

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

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

#### U10004 BAH RATE PROTECTION

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

#### U10006 BAH ADVANCES

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

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

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

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

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

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

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

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

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

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

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

#### B. Conditions

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

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

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

1. San Diego

- a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the QTRS and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the QTRS and 82% for single occupancy.

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

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

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

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

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

#### **U10016 FAMILY SEPARATION HOUSING (FSH)**

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

*\*Effective 4 February 2014*

#### **U10018 TEMPORARY BAH INCREASE**

\*A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an INSTALLATION experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. *This authority expires 31 December 2014.*

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

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

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

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

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

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

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

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

1. ***No Locations at this Time***

#### U10020 OHA - GENERAL

##### NOTES:

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

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

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

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

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

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

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

- B. OHA and 'MALT Plus'. OHA is not payable on the arrival day when 'MALT Plus' per diem is paid.
- C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.
- D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, APP K.

#### U10022 OHA DETERMINING MONTHLY RENT

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

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. U10022-C for a member owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. *In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.*
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

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

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

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

**NOTE:** *A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par.*

*U10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.*

C. Private Sector Housing Owned

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

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

a. Definitions:

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

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

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

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

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

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

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

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

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

(5) Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;

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

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

3. If a member (or the member’s dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive

the [utility/recurring maintenance allowance](#).

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

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

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

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

#### U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

##### A. Monthly Allowance

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

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

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.
  - a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

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

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

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

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

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

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

B. Rules and Information

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

c. member moves from GOV'T QTRS to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K3 to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. ***Only one payment is authorized at a PDS unless par. U10026-B2 applies.***

b. MIHA/Rent. ***Homeowners are ineligible.*** MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign GOV'T that the member must pay before/upon occupying a dwelling. ***Expenses deferred until lease termination are not MIHA/Rent.*** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (APP N, par. C).

c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See APP N, pars. C and D.

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

#### U10028 OHA ADVANCE PAYMENT

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

##### A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. U10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. ***Personal preference is not grounds for authorizing advance rent payment.*** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC APP K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

a. Law,

- b. Local custom for everyone, including local nationals, or
- c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

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

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

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

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

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

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

C. Liquidation

- 1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
- 2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
- 3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
- 4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par. U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

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

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

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

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

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

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

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

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

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

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>T4000</b>	<b>INTRODUCTION</b> A. Application B. Common TDY Travel Types C. Special Circumstances and Categories Travel D. PCS Move Travel E. Evacuations
<b>T4005</b>	<b>APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS</b>
<b>T4010</b>	<b>REIMBURSEMENT RATE</b>
<b>T4020</b>	<b>TDY TRAVEL POLICY</b> A. Criteria for TDY Travel B. Traveler Rights and Responsibilities
<b>T4025</b>	<b>ARRANGING OFFICIAL TRAVEL</b> A. CTO Use B. Requirements C. Foreign Ship or Aircraft Transportation D. Transportation Reimbursement
<b>T4030</b>	<b>GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)</b> A. Transportation Mode B. Commercial Transportation C. Special Conveyances (Includes Aircraft) Reimbursement D. GOV'T Transportation E. POC F. Rest Stops G. Insurance Coverage in Foreign Areas H. Allowable Travel Days I. Authorized Trips Home during Extended TDY J. Voluntary Return Home during Intervening Weekend/Holidays K. Constructed Cost L. Travel to/from Transportation Terminals
<b>T4040</b>	<b>LIVING EXPENSES (PER DIEM)</b> A. Lodging Overnight Required - Business Travel Standards B. Lodging Overnight Required - Schoolhouse Training Standards C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships D. Lodging Overnight Not Required E. Reimbursable Expenses F. Reimbursement for Travel Expenses at the TDY Location
<b>T4045</b>	<b>TRAVEL ALLOWANCES FOR AN RC MEMBER</b> A. General B. Inactive Duty Training C. Travel for AT D. Per Diem Not Payable

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
	E. Per Diem
	F. Funeral Honors Duty
	G. Inactive Duty Training Outside Normal Commuting Distance
	H. Summary of Allowances for an RC Member
<b>T4050</b>	<b>TAKING A TYPICAL BUSINESS TRIP</b>
	A. Before the Trip
	B. During the Trip
	C. After the Traveler Returns
<b>T4060</b>	<b>AO'S RESPONSIBILITIES</b>
	A. General
	B. What's Allowable and Not Allowable
<b>T4070</b>	<b>TDY GLOSSARY</b>

**PART 1: DoD MEMBERS**

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

- A. **Tour Length Establishment.** A tour length is established IAW [DoDI 1315.18](#), par. E.3.1.
- B. **Tour Length Change.** Submit a tour length change proposal IAW [DoDI 1315.18](#), par. E.3.1. **Do not submit a tour length change proposal to PDTATAC.**
- C. **Tour Length Exception.** The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See [DoDI 1315.18](#), par. E.3.1.1 (12 January 05).
- D. **Reserve Component Exception.** RC members authorized PCS allowances IAW JFTR, pars. U7600-E2b or U7600-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned IAW OSD/OEPM 29 August 2013 email.
- E. **Tour Lengths.** The following are OCONUS tour lengths *for a DoD member only (other than a DoD Attaché):* [DoDI 1315.18](#), par. E3.1.1 (12 January 05):

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

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	N/A	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b> (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	<b>18</b>
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	<b>20</b>
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		

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

**APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)**  
**Part 1: DoD Members**

**Appendix Q1**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		<b>4, 5, 6</b>
<b>Kuwait</b>	24	12		<b>9</b>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	N/A	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	<b>15</b>
<b>Libya</b>				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	N/A	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	N/A	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	<b>11</b>
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	N/A	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	<b>11</b>
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		<b>8</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	N/A	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	<b>21</b>
<b>Puerto Rico</b> (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
Oradea	24	12	09-30-11	<b>15</b>
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
Rwanda				
Kigali	24	24	10-17-11	
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
Trencin	24	12	09-16-11	<b>10</b>
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain (except as indicated)</b>	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand (except as indicated)</b>	24	18		
Bangkok	36	24		
<b>Tunisia</b>	N/A	12	03-15-13	<b>22</b>
<b>Turkey (except as indicated)</b>	24	15		
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Incirlik	24	15	08-01-12	<b>19</b>
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Izmit	N/A	12		
Karatas	24	12		
Malatya	24	12		
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		<b>3</b>
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	N/A	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		
<b>Yemen, Republic of</b>	*N/A	*12	*09-01-11	<b>*23</b>
<b>Zaire</b> (See Democratic Republic of Congo)				

**Footnotes**

- 1/ Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in [DoDI 1315.18](#), par. E3.1.
- 2/ Dependents are permitted only when GOV'T QTRS are available.
- 3/ A maximum 48-month tour is permitted for Navy personnel.
- 4/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.
- 5/ Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.

- 6/ A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
- 7/ For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
- 8/ Due to threat levels, dependents are not currently authorized at this location.
- 9/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
- 10/ OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
- 11/ "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

- 12/ PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
- 13/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
- 14/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).
- 15/ May be accompanied by adult dependents age 18 years or older.
- 16/ PDUSD (P&R) memo of 11 August 2011 allows only adult dependents age 18 years or older on an accompanied tour. The Commander, United States European Command, may authorize, on a case-by-case basis, non-school age children, who will not attain 5 years of age during the sponsor's tour, to accompany the member. This authority may not be delegated below the Chief of Staff, United States European Command.
- 17/ As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

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

**19/** OUSD memo dated 1 August 2012 established a 24 month unaccompanied tour length for members assigned in direct support of Priority Level-1 Capable Mission at Incirlik Air Base, Turkey. USEUCOM Commander must authorize the 24 month unaccompanied tour length. All others at Incirlik serve the 15 month unaccompanied tour length.

**20/** OUSD Memo dated 30 May 2013 established a 36 month accompanied tour length for members assigned to Ghedi, Italy. The 36-month accompanied tour applies to U.S. Service members assigned to Ghedi after 30 May 2013. The previous accompanied tour length was for 24 months.

**21/** The NA/12 tour length only applies to new assignments after 8 August 2013. The Air Force will manage the movement of dependents already at Lajes AB, Portugal through attrition upon the accompanied member's DEROS.

**22.** This assignment location became dependent-restricted following the ordered evacuation of dependents. The Services are authorized and encouraged to make tour length adjustments/curtailments on a case-by-case basis IAW DoD and Service assignment policy for personnel currently assigned and serving a tour length longer than NA/12.

**\*23** Tour length changed to dependent restricted following the ordered departure of dependents in May 2011.

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**PART 3: DoD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY**

*See JTR, Ch 5, Part A for applicable regulations.*

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and
2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this APP. JTR, par. C5570-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,
2. Certain employees, and/or
3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, APP Q, Part IV, par. A.

E. Tour Lengths

**NOTE:** *Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.*

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Afghanistan</b>		X			
<b>Alaska</b>					
Adak					X
Aleutian Islands					X
Isolated Mainland Bases					X
Kodiak Island					X
<b>Ascension Island</b>					X
<b>Australia</b>					
Northwest Cape		X			
<b>Azores (See Portugal)</b>		X			
<b>Bahamas</b>					
Andros Island		X			
<b>Bahrain</b>		X <sup>18</sup>	X <sup>2</sup>		
<b>Bosnia-Herzegovina</b>		X			
Banja Luka		X <sup>9</sup>			

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>British Indian Ocean Territory</b>					
Diego Garcia Island					X
<b>Bulgaria</b>			X <sup>2</sup>		
<b>Burma</b> (See Myanmar)					
<b>Cambodia</b>					
Phnom Penh ( <i>eff 06-21-10, Personnel assigned to NAMRU-2</i> )		X <sup>1</sup>			X <sup>2</sup>
<b>Canada</b>					
Newfoundland & Labrador					
Gander					X
Argentia		X <sup>1</sup>	X <sup>2</sup>		X
Northwest Territories					X
St. Anthony					X
<b>Christmas Island</b>					X
<b>Commonwealth of the N. Mariana Islands</b>					
Saipan		X			
<b>Croatia</b>		X			
<b>Cuba</b>					
Guantanamo Bay		X <sup>1</sup>			X <sup>2</sup>
<b>Democratic Republic of Congo</b> (formerly Zaire)		X			
<b>Diego Garcia</b> (See British Indian Ocean Territory)					
<b>Dominican Republic</b>		X			
<b>Egypt</b>		X <sup>1</sup>			X <sup>2</sup>
<b>El Salvador</b>			X <sup>2</sup>		
<b>Eniwetok</b> (See Marshall Islands)					
<b>Ethiopia</b>					X
<b>Finland</b> (All locations outside Helsinki)		X			
<b>Greece</b>		X			
<b>Greenland</b>			X		
<b>Guam</b>		X			
<b>Haiti</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Honduras</b>			X <sup>2</sup>		
<b>Hong Kong</b>		X			
<b>Hungary</b> ( <i>eff 11-25-08</i> )					
Papa		X <sup>1</sup>		X <sup>2</sup>	

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Iceland</b>		X <sup>4</sup>			X <sup>2 6</sup>
<b>Indonesia</b>					X <sup>2</sup>
<b>Iran</b> (except as indicated below)					X
Isfahan		X			
Tehran		X			
<b>Israel</b>		X <sup>1</sup>	X <sup>2</sup>		
<b>Italy</b>					
Sardinia (La Maddalena)		X <sup>4</sup>	X <sup>5 6</sup>		
Sicily (Comiso and Ragusa)		X <sup>4</sup>	X <sup>5 6</sup>		
<b>Japan</b>					
Iwo Jima					X
Kure		X <sup>1</sup>			X <sup>2</sup>
Ryukyu Islands		X			
Wakkanai		X <sup>1</sup>			X <sup>2</sup>
<b>Johnston Atoll</b>		X <sup>4</sup>			X <sup>2 6</sup>
<b>Jordan</b>		X			
<b>Korea</b> (except as indicated below)	X <sup>3</sup>	X <sup>1</sup>			X <sup>2</sup>
Dongducheon (Camps Casey, Hovey, Mobile, and Castle)		X <sup>1</sup>			X <sup>2</sup>
Uijongbu (Camps Jackson, Red Cloud, Stanley)		X <sup>1</sup>			X <sup>2</sup>
<b>Kuwait</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Kwajalein</b> (See Marshall Islands)					
<b>Laos</b>		X			
<b>Liberia</b>		X <sup>9</sup>			
<b>Libya</b>			X		
<b>Mahe Island</b> (See Seychelles)					
<b>Marshall Islands</b>					
Eniwetok					X
Kwajalein		X			
<b>Mexico</b>					
Coatzacoalcos		X <sup>1</sup>	X <sup>2 6</sup>		
Vera Cruz		X <sup>1</sup>	X <sup>2 6</sup>		
<b>Midway Islands</b>					X
<b>Montenegro</b>		X			
<b>Morocco</b>		X			
<b>Myanmar</b>		X			
<b>Nigeria</b>		X <sup>1</sup>			X <sup>2</sup>

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
<b>Oman</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Pakistan</b> (except as indicated below)			X10		
Islamabad					X <sup>2</sup> ,10
Karachi					X <sup>2</sup> ,10
Lahore					X <sup>2</sup> ,10
Peshawar					X <sup>2</sup> ,10
<b>Panama</b>		X			
<b>Philippines</b>		X			
<b>Portugal</b>					
Azores		X			
<b>Puerto Rico</b>		X			
<b>Romania</b>			X <sup>2</sup>		
<b>Qatar</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Russia</b>					
Moscow		X			
<b>Saudi Arabia</b>		X <sup>17</sup>			X <sup>2</sup>
<b>Serbia</b>		X			
<b>Seychelles</b>					
Mahe Island					X
<b>Somali Republic</b>			X		
<b>Taiwan</b>		X			
<b>Thailand</b>		X <sup>1</sup>			X <sup>2</sup>
<b>Turkey</b> (except as indicated below)		X			
Cakmakli					X <sup>2</sup>
Corlu					X <sup>2</sup>
Diyarbakir					X <sup>2</sup>
Izmir					X <sup>2</sup>
Murs					X <sup>2</sup>
Ortakoy					X <sup>2</sup>
Sinop					X
<b>Venezuela</b>		X			
<b>West Indies</b>					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
<b>Yemen, Republic of</b>					

Sanaa					*X <sup>2 11</sup>
<b>Zaire</b> (See Democratic Republic of Congo)					

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

3/ For an area authorized a 36-month accompanied-by-dependents tour, an employee may accept a 36- or 24-month accompanied tour. All 36-month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

4/ For an employee on an initial service agreement authorized, and accompanied by, a dependent.

5/ For an employee on an initial service agreement not authorized to have a dependent present.

6/ For an employee serving on a renewal agreement.

7/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

8/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

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

10/ Due to threat levels, dependents are not currently authorized at this location.

\*11 Tour length changed to 12 month unaccompanied following the ordered departure of dependents in May 2011.

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