

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**CHANGE 329****1 MAY 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 May 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 12-14 -- TLE Increase to 60 Days for Tyndall AFB FL. Includes Tyndall AFB, FL as a location authorized to receive 60 days TLE since the PDS that has experienced a sudden influx of personnel. Affects par. U5710-B2.

MAP 20-14(E) -- COT. Service regulations determine whether deferred COT leave travel involving a CONUS HOR location is authorized or approved for an eligible member or dependent(s). Affects par. U7010-E.

MAP/CAP 50-14(E) -- POC PCS Travel with Car Ferry. Adds MALT PLUS per diem is paid for a member and or dependents on any day when PCS travel by car ferry does not include an overnight. Deletes MALT PLUS per diem from the JTR since MALT PLUS is not paid to civilian employees. Affects par. U5116-C3.

MAP 54-14(I) -- GSA HHG Commuted Rate Table. Inserts GSA HHG commuted rate table [website](#) into JFTR/JTR, APP A1 definition of 'Commuted Rate'.

MAP/CAP 56-14(I) -- USPHS FEML Locations. Updates FEML locations re-certification dates for eligible assigned USPHS personnel per USPHS memo of 28 February 2014. Affects various locations in APP S.

MAP/CAP 58-14(I) -- Add Acronym ERD to JFTR/JTR APP A2. Adds the acronym for early return of dependents (ERD) to JFTR/JTR, APP A, Part 2.

MAP 60-14(I) -- Locality M&IE Meal Rate. Clarifies locality M&IE meal rate is the locality meal rate and that the \$3.50 IE rate is not affected by the non-availability of GOV'T mess. Affects par. U4235-C2a.

MAP/CAP 74-14(I) -- Reinsert Wording Erroneously Removed. Reinserts wording erroneously removed from JFTR/JTR, par. U4130-I.

MAP/CAP 76-14(I) -- Rental Car Insurance in Foreign Countries. Reinserts language that rental car insurance is a reimbursable expense when required by a rental car company within a foreign country and when a Service designated official determines that legal requirements/procedures of the foreign country involved make insurance necessary to match FTR, §301-10.451 language. Affects APP G.

MAP 78-14(I) -- Per Diem Within PDS Limits for Emergency. Clarifies that per diem may only be authorized within the PDS limits when overnight lodging is required for duty performed under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property and the member is TDY at other than the member's residence or normal duty location. A member may not be authorized per diem when the member remains overnight at the PDS due to inclement weather except in extremely limited circumstances when returning from TDY away from the PDS. Affects par. U4100-C1.

MAP/CAP 91-14(I) -- NSA Regulations. Adds language that NSA employees and Armed Forces members working for NSA may be authorized DOS allowances IAW the National Security Act of 1959 (50 USC 3601 - 3617) if implemented in NSA regulations and provided duplicate allowances are not paid. Affects par. U1237 and APP A2-

Par. Reference Updates. Par reference updates made to Ch 5 in this month's change. No UTDs issued.

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 329

1 MAY 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.

JFTR	329 05-14	328 04-14	327 03-14	326 02-14	325 01-14	324 12-13	323 11-13	322 10-13	321 09-13	320 08-13	319 07-13	318 06-13	317 05-13	316 04-13
Title Page	310	310	310	310	310	310	310	310	310	310	310	310	310	310
Cover Letter	329	328	327	326	325	324	323	322	321	320	319	318	317	316
Record of Changes	329	328	327	326	325	324	323	322	321	320	319	318	317	316
Introduction	327	327	327	324	324	324	323	320	320	320	309	309	309	309
Table of Contents	326	326	326	326	319	319	319	319	319	319	319	319	318	306
Crosswalk (1-3)	325	325	325	325	325	305	305	305	305	305	305	305	305	305
Chapter 1														
TOC	329	325	325	325	325	317	317	317	317	317	317	317	317	316
Part A	325	325	325	325	325	324	320	320	320	320	319	306	306	306
Part B	324	324	324	324	324	324	320	320	320	320	305	305	305	305
Part C	329	324	324	324	324	324	319	319	319	319	319	317	317	308
Part D	325	325	325	325	325	316	316	316	316	316	316	316	316	316
Part E	325	325	325	325	325	320	320	320	320	320	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
Chapter 2														
TOC	328	328	310	310	310	310	310	310	310	310	310	310	310	310
Part A	322	322	322	322	322	322	322	322	320	320	319	312	312	312
Part B	324	324	324	324	324	324	320	320	320	320	312	312	312	312
Part C	324	324	324	324	324	324	320	320	320	320	319	311	311	311
Part D	328	328	320	320	320	320	320	320	320	320	315	315	315	315
Part E	324	324	324	324	324	324	320	320	320	320	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	324	304	304	304	304	304	304	304	304
Part I	326	326	326	326	324	324	320	320	320	320	314	314	314	314
Part J	324	324	324	324	324	324	304	304	304	304	304	304	304	304
Part K	328	328	304	304	304	304	304	304	304	304	304	304	304	304
Part L	320	320	320	320	320	320	320	320	320	320	304	304	304	304
Chapter 3														
TOC	328	328	320	320	320	320	320	320	320	320	316	316	316	316
Part A1	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part A2	327	327	327	320	320	320	320	320	320	320	319	312	312	312
Part B	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part C	327	327	327	320	320	320	320	320	320	320	317	317	317	312
Part D	327	327	327	320	320	320	320	320	320	320	319	316	316	316
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	322	320	320	316	316	316	316
Part G	328	328	327	322	322	322	322	322	305	305	305	305	305	305
Part H	328	328	322	322	322	322	322	322	305	305	305	305	305	305
Part I	304	304	304	304	304	304	304	304	304	304	304	304	304	304

JFTR	329 05-14	328 04-14	327 03-14	326 02-14	325 01-14	324 12-13	323 11-13	322 10-13	321 09-13	320 08-13	319 07-13	318 06-13	317 05-13	316 04-13
Chapter 4														
TOC	328	328	325	325	325	318	318	318	318	318	318	318	316	316
Part A	324	324	324	324	324	324	318	318	318	318	318	318		
Part B1	329	324	324	324	324	324	323	322	320	320	318	318		
Part B2	329	324	324	324	324	324	318	318	318	318	318	318		
Part B3	329	326	326	326	325	324	320	320	320	320	318	318		
Part B4	328	328	326	326	318	318	318	318	318	318	318	318		
Part B5	326	326	326	326	318	318	318	318	318	318	318	318		
Part C	326	326	326	326	318	318	318	318	318	318	318	318		
Part D	328	328	326	326	324	324	322	322	318	318	318	318		
Part E	318	318	318	318	318	318	318	318	318	318	318	318		
Part F	326	326	326	326	318	318	318	318	318	318	318	318		
Part G	326	326	326	326	324	324	320	320	320	320	318	318		
Part H	318	318	318	318	318	318	318	318	318	318	318	318		
Part I	318	318	318	318	318	318	318	318	318	318	318	318		
Part J	324	324	324	324	324	324	318	318	318	318	318	318		
Part Z	325	325	325	325	325	318	318	318	318	318	318	318		
Chapter 5														
TOC	328	328	319	319	319	319	319	319	319	319	319	311	311	311
Part A	326	326	326	326	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	326	323	323	323	319	319	319	319	314	314	314
Part B3	326	326	326	326	323	323	323	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	329	317	317	317	317	317	317	317	317	317	317	317	317	312
Part B7	327	327	327	320	320	320	320	320	320	320	311	311	311	311
Part B8	326	326	326	326	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	328	320	320	320	320	320	320	320	320	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	326	323	323	323	322	314	314	314	314	314	314
Part C4	324	324	324	324	324	324	322	322	318	318	318	318	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	322	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	327	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	327	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	326	324	324	323	322	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

JFTR	329 05-14	328 04-14	327 03-14	326 02-14	325 01-14	324 12-13	323 11-13	322 10-13	321 09-13	320 08-13	319 07-13	318 06-13	317 05-13	316 04-13
Part G2	328	328	326	326	322	322	322	322	314	314	314	314	314	314
Part G3	326	326	326	326	314	314	314	314	314	314	314	314	314	314
Part H	329	328	323	323	323	323	323	322	320	320	316	316	316	316
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	322	317	317	317	317	317	313
Part R	319	319	319	319	319	319	319	319	319	319	319	300	300	300
Chapter 6														
TOC	328	328	317	317	317	317	317	317	317	317	317	317	317	309
Part A1	328	328	324	324	324	324	323	318	318	318	318	318	317	313
Part A2	328	328	264	264	264	264	264	264	264	264	264	264	264	264
Part A3	328	328	323	323	323	323	323	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	324	323	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	323	320	320	320	319	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
Chapter 7														
TOC	324	324	324	324	324	324	323	322						
Part A1	324	324	324	324	324	324	322	322						
Part A2	324	324	324	324	324	324	322	322						
Part A3	329	326	326	326	323	323	323	322						
Part A4	322	322	322	322	322	322	322	322						
Part A5	322	322	322	322	322	322	322	322						
Part A6	322	322	322	322	322	322	322	322						
Part A7	322	322	322	322	322	322	322	322						
Part A8	322	322	322	322	322	322	322	322						
Part A9	322	322	322	322	322	322	322	322						
Part B	322	322	322	322	322	322	322	322						
Part C	322	322	322	322	322	322	322	322						
Part D	322	322	322	322	322	322	322	322						
Part E	323	323	323	323	323	323	323	322						
Part F1	323	323	323	323	323	323	323	322						
Part F2	327	327	327	322	322	322	322	322						
Part F3	323	323	323	323	323	323	323	322						
Part F4	322	322	322	322	322	322	322	322						
Part G	322	322	322	322	322	322	322	322						
Part H	322	322	322	322	322	322	322	322						
Part I	322	322	322	322	322	322	322	322						
Part J	322	322	322	322	322	322	322	322						
Part K	322	322	322	322	322	322	322	322						
Part L	324	324	324	324	324	324	322	322						
Part M	322	322	322	322	322	322	322	322						
Part N	322	322	322	322	322	322	322	322						
Part O	322	322	322	322	322	322	322	322						
Part P	322	322	322	322	322	322	322	322						
Part Q	328	328	322	322	322	322	322	322						
Part R	322	322	322	322	322	322	322	322						
Part S	322	322	322	322	322	322	322	322						

JFTR	329 05-14	328 04-14	327 03-14	326 02-14	325 01-14	324 12-13	323 11-13	322 10-13	321 09-13	320 08-13	319 07-13	318 06-13	317 05-13	316 04-13
Part T	322	322	322	322	322	322	322	322						
Part U	322	322	322	322	322	322	322	322						
Part V	322	322	322	322	322	322	322	322						
Part W	322	322	322	322	322	322	322	322						
Part X	322	322	322	322	322	322	322	322						
Part Y	322	322	322	322	322	322	322	322						
Part Z	326	326	326	326	324	324	322	322						
Part AA	324	324	324	324	324	324	322	322						
Chapter 8														
TOC	328	328	327	280	280	280	280	280	280	280	280	280	280	280
Ch 8	327	327	327	312	312	312	312	312	312	312	312	312	312	312
Chapter 9														
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	320	302	302	302	302
Part C1	316	316	316	316	316	316	316	316	316	316	316	316	316	316
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	324	316	316	316	316	316	316	316	316
Part C6	319	319	319	319	319	319	319	319	319	319	319	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	325	320	320	320	320	320	302	302	302	302
Chapter 10														
TOC	328	328	327	318	318	318	318	318	318	318	318	318	311	311
Part A	328	328	324	324	324	324	323	320	320	320	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	317	307
Part D	316	316	316	316	316	316	316	316	316	316	316	316	316	316
Part E1	317	317	317	317	317	317	317	317	317	317	317	317	317	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	320	302	302	302	302
Part E9	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part E10	327	327	327	324	324	324	323	303	303	303	303	303	303	303
Part E11	320	320	320	320	320	320	320	320	320	320	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	318	314	314
Appendix A														
Part 1	329	327	327	326	325	323	323	322	319	319	319	318	317	316
Part 2	329	318	318	318	318	318	318	318	318	318	318	318	317	315
Appendix F														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	323	323	323	323	323	323	323	308	308	308	308	308	308	308
Part 2	303	303	303	303	303	303	303	303	303	303	303	303	303	303
Appendix G														
APP G	329	324	324	324	324	324	323	321	321	319	319	316	316	316

JFTR	329 05-14	328 04-14	327 03-14	326 02-14	325 01-14	324 12-13	323 11-13	322 10-13	321 09-13	320 08-13	319 07-13	318 06-13	317 05-13	316 04-13
Appendix H														
TOC	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 1	323	323	323	323	323	323	323	286	286	286	286	286	286	286
Part 2A	316	316	316	316	316	316	316	316	316	316	316	316	316	316
Part 2B	316	316	316	316	316	316	316	316	316	316	316	316	316	316
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	316
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	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	316
Part 5B	316	316	316	316	316	316	316	316	316	316	316	316	316	316
Appendix J														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part 2	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
Appendix K														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 2	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 4	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Appendix M														
APP M	293	293	293	293	293	293	293	293	293	293	293	293	293	293
Appendix N														
TOC	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Part 1	303	303	303	303	303	303	303	303	303	303	303	303	303	303
Part 2	308	308	308	308	308	308	308	308	308	308	308	308	308	308
Appendix O														
TOC	328	328	290	290	290	290	290	290	290	290	290	290	290	290
APP O	326	326	326	326	325	324	323	322	320	320	319	316	316	316
Appendix P														
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	319	316	316	316
Part 2	323	323	323	323	323	323	323	320	320	320	316	316	316	316
Appendix Q														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	328	328	325	325	325	323	323	322	321	319	319	318	313	313
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	328	328	309	309	309	309	309	309	309	309	309	309	309	309
Part 4	322	322	322	322	322	322	322	322	263	263	263	263	263	263
Appendix R														
TOC	316	316	316	316	316	316	316	316	316	316	316	316	316	316
Part 1	325	325	325	325	325	323	323	287	287	287	287	287	287	287
Part 2	326	326	326	326	323	323	323	316	316	316	316	316	316	316
Appendix S														
APP S	329	326	326	326	325	323	323	314	314	314	314	314	314	314

JFTR	329 05-14	328 04-14	327 03-14	326 02-14	325 01-14	324 12-13	323 11-13	322 10-13	321 09-13	320 08-13	319 07-13	318 06-13	317 05-13	316 04-13
Appendix T														
TOC	284	284	284	284	284	284	284	284	284	284	284	284	284	284
APP T	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Appendix U														
APP U	323	323	323	323	323	323	323	304	304	304	304	304	304	304
Appendix V														
APP V	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Appendix W														
APP W	323	323	323	323	323	323	323	320	320	320	309	309	309	309

CHAPTER 1: GENERAL**Paragraph Title/Contents****PART A: ADMINISTRATION AND GENERAL PROCEDURES**

U1000	APPLICATION <ul style="list-style-type: none">A. Personnel CoveredB. Personnel Not CoveredC. Statutory RegulationsD. Travel Not Paid for by the GOV'TE. Separation by Personal Choice
U1005	PROHIBITION NOT STATED
U1015	IMPLEMENTATION <ul style="list-style-type: none">A. Regulatory AuthorityB. Allowance ImplementationC. Administrative Procedures
U1020	SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS <ul style="list-style-type: none">A. RequirementB. ApplicationC. Procedure
U1025	EXPENDITURE AUTHORITY
U1030	DUPLICATE PAYMENT
U1035	APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS
U1040	REGULATION CHANGE EFFECTIVE DATE
U1045	INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS
U1050	TERMINOLOGY

PART B: DTS (WITHIN DoD)

U1100	GENERAL
U1105	TRAVEL COMPUTED USING DTS <ul style="list-style-type: none">A. GeneralB. TDY as Part of a PCS

Paragraph Title/Contents

- U1110 AUTHORITY AND RESPONSIBILITY**
- A. General
 - B. AO Authority
 - C. AO's Responsibilities
 - D. Official Travel Combined with Leave/Personal Travel
 - E. Traveler Rights and Responsibilities

- U1115 A TYPICAL BUSINESS TRIP**
- A. Before the Trip
 - B. During the Trip
 - C. After the Traveler Returns

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

- U1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS**
- A. Authority
 - B. Eligibility
 - C. Funding and Orders

- U1205 GAIN SHARING PROGRAM**

- U1210 HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS**
- A. Policy
 - B. GOV'T Responsibility
 - C. GOV'T Requirements
 - D. Service/Agency Compliance

- U1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE**
- A. General
 - B. Participation
 - C. Enrollment Fee

- U1220 RECRUITER RELATED PARKING EXPENSES**
- A. Application
 - B. Reimbursement
 - C. Example
 - D. Limitations
 - E. Recruiter Itinerary Stop Parking

- U1225 FOREIGN MILITARY TRAVEL**
- A. Authority
 - B. Defense Personnel of Developing Countries

<u>Paragraph</u>	<u>Title/Contents</u>
	C. Liaison Officers
	D. Foreign Students at Service Academies
	E. Foreign Military Sales Related Travel of Foreign Personnel
U1230	CARRYING OF FIREARMS ON OFFICIAL DUTY
U1235	DIA MANUAL (DIAM) 100-1, VOLUME 1, PART 4
	A. Authority
	B. Provisions
	C. Duplicate Reimbursement
	D. Authorized Allowances
	E. DIAM 100-1 Request
U1237	ASSIGNED TO NSA
	A. Authority
	B. Duplicate Reimbursement
U1240	CHAPLAIN LED PROGRAMS
	A. Authority
	B. Official Order/ITA
	C. Unofficial Attendance
U1245	PAY AND ALLOWANCES CONTINUATION PROGRAM
U1250	PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION
U1255	SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT
	A. Authority
	B. <u>Eligibility</u>
	C. Non Medical Attendant
	D. Reimbursement

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

U1300	RETAINING PROMOTIONAL ITEMS
	A. General
	B. Promotional Materials/Benefits
	C. Seat Relinquishing
	D. Lost, Delayed, or Damaged Accompanied Baggage
U1305	STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

Paragraph Title/Contents

PART E: COMPUTATION RULES

U1400 **GENERAL**

U1405 **TDY MILEAGE, MALT, TLA/TLE, AND PER DIEM COMPUTATION**

U1410 **AEA AND PMR COMPUTATION**

A. AEA

B. PMR

U1420 **AEA LIMITATIONS**

A. CONUS

B. OCONUS

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

U1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

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

B. Eligibility. See [DoDI 1342.25](#), dated 30 October 1996 "School Boards for DoD Domestic Dependent Elementary and Secondary Schools (DDESS);" concerning eligibility for reimbursement for official travel at.

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

U1205 GAIN-SHARING PROGRAM

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

U1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

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

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

C. GOV'T Requirements. Lodgings that meet GOV'T requirements are listed on the [U.S. Fire Administration's Internet site](#).

D. Service/Agency Compliance. Services/agencies are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (TMS) (see APP A definition) whenever possible ([5 USC §5707a](#)).

U1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

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

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

U1220 RECRUITER-RELATED PARKING EXPENSES

- A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of \$25, but NTE \$200.
- B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:
1. As a recruiter for any of the armed forces;
 2. At an armed forces military entrance processing facility; or
 3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.
- C. Example. Monthly parking expenses of \$135 warrant reimbursement of \$110 ($\$135 - \$25 = \110) while monthly parking expenses of \$320 would warrant reimbursement of \$200 ($\$320 - \$25 = \295 but NTE \$200).
- D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.
- E. Recruiter Itinerary Stop Parking. See JFTR, par. U7440 for reimbursement for recruiter itinerary stop parking.

U1225 FOREIGN MILITARY TRAVEL

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

U1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

See [DoDD 5210.56](#), Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties. Non-DoD members should consult Service information.

U1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, CH 4

- A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. [DoDD 5154.29](#) *requires that PDTATAC staff review all written material that implements the JFTR provisions.*
- B. Provisions. The DIAM 100-1 provides allowances for a DoD Uniformed member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS DAS/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.
- C. Duplicate Reimbursement. *A member may not receive an allowance under the DIA regulations and an allowance prescribed in the JFTR for the same purpose. The member is financially responsible for all returning any duplicate travel and transportation allowances received.*

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. Therefore, trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be authorized under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,

2. Travel and other expenses for dependent education,

3. Home visitation between consecutive tours,

4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses ICW training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG, and

9. POV Transportation.

E. DIAM 100-1 Request. Address requests for copies of DIAM 100-1 to DoD, DIA, ATTN: DA, Washington, DC 20340-5339.

***U1237 ASSIGNED TO NSA**

*A. Authority. An Armed Forces member assigned to NSA may be authorized DOS allowances IAW the National Security Act of 1959 (50 USC 3601-3617) if implemented in NSA regulations.

*B. Duplicate Reimbursement. *A member may not receive an allowance under the NSA regulations and an allowance prescribed in the JFTR for the same purpose. The member is financially responsible for returning any duplicate travel and transportation allowances received.*

U1240 CHAPLAIN-LED PROGRAMS

A. Authority. [10 USC §1789](#) authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in [10 USC §10141](#), and the member's immediate family, in building and maintaining a strong family structure.

B. Official Order/ITA. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an official capacity as outlined in APP E, Part 1 are sent using an official TDY order or an ITA, as appropriate. For all others, the JFTR is not the authority for payments ICW attendance at these programs and the payments are not travel and transportation allowances.

C. Unofficial Attendance. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs. The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1245 PAY AND ALLOWANCES CONTINUATION PROGRAM

If a member is authorized to participate in the Pay and Allowances Continuation Program IAW OUSD (P&R) Memorandum, 15 May 2008, and [DoDFMR, Volume 7A, Ch 13](#), the member is authorized IE as part of the PAC even though not in a travel status.

U1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

Effective 1 January 2009 through 31 December 2015

Sec. 533 of FY09 NDAA ([P.L. 110-417](#)) as amended by Sec. 531 of FY12 NDAA (P. L. 112-81) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs between calendar years 2009 and 2015. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty. A member must return to active duty within 3 years of release but NLT 31 December 2018.

U1255 SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT

Effective 15 April 2013 through 14 April 2016

A. Authority

1. 10 USC §1092 authorizes SECDEF to conduct studies and demonstration projects on the Uniformed Services health care delivery system.
2. The Federal Register, Vol. 78, No. 31, 14 February 2013 published authority for David Grant USAF Medical Center Specialty Care Travel Reimbursement Demonstration Project to test whether providing travel reimbursement will increase utilization of the direct care system by selected patients.

B. Eligibility

1. Based on the Federal Register information, the Military Treatment Facility (MTF) commander may offer qualified patients who reside more than one hour drive time away (according to ASD/HA protocols) from the David Grant USAF Medical Center (DGMC) at Travis AFB, CA, travel costs from their residence to the MTF if the patient agrees to care at DGMC.
2. This demonstration project applies to all DoD beneficiaries that are eligible for care in a MTF.
3. For an active duty member patient, see par. U7150.

C. Non Medical Attendant (NMA). When medically indicated, NMA may be authorized.

D. Reimbursement

1. Transportation

- a. Patient. The patient is authorized roundtrip TDY mileage (par. U2600) for the official distance between the residence and the MTF (par. U2650).
- b. Non Medical Attendant (NMA). If the patient is hospitalized overnight, the NMA may be authorized roundtrip TDY mileage to return to the residence.

2. Lodging

- a. Lodging Cost. The patient and the NMA may be reimbursed actual lodging costs (including tips and service charges) up to the lodging portion of the locality per diem rate for one night prior to the procedure if the procedure is scheduled before 0800.
- b. Lodging Tax. Lodging tax is not included in the locality per diem lodging ceiling and is separately reimbursed in the CONUS and non-foreign areas.

3. Meals. *Reimbursement for meals is not authorized.*

BLANK PAGE

SECTION 1: GENERAL

U4050 PER DIEM

A. General

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

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

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

B. TDY Location

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

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

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

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

C. References

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

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

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

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

U4060 TDY MORE THAN 24 HOURS

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

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

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

U4070 STOPOVER POINT

- A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. *Lodging does not include sleeping in the transportation terminal.*
- B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

U4075 FULL CALENDAR TRAVEL DAYS

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

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

- A. General
1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.
 2. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
 3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.
- B. Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning, the per diem is the actual lodging cost, NTE the applicable stopover point/TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.
- C. Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight, the per diem is the M&IE rate applicable to the preceding calendar day.
- D. **USCG MEMBERS ONLY**: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.

U4085 EXAMPLE

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

U4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

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

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

C. TDY ICW Leave

1. General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. TDY allowances at the TDY location.

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

E. Field Duty

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

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

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

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

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

b. Authorization. The Secretary Concerned may:

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

but there may be no further delegation.

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

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

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

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

F. Personnel Traveling Together

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

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

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

4. Per diem prohibition:

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

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

G. Straggler. See Ch 7, Part Q.

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

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

I. Service Academy Graduates. See par. U7515-B.

J. Undergoing Processing

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

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

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

2. Per Diem Authorized. Per diem is authorized:

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

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

b. During a Delay/processing incident to:

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

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

K. Inpatient

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

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

M. Hospitalized Member

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

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

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

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

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

U4095 REDUCED [PER DIEM](#)

A. General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD COMPONENTS. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

U4100 TDY WITHIN THE PDS LOCAL AREA

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

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

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

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

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

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

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

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

C. TDY within the PDS Limits for Emergency Circumstances

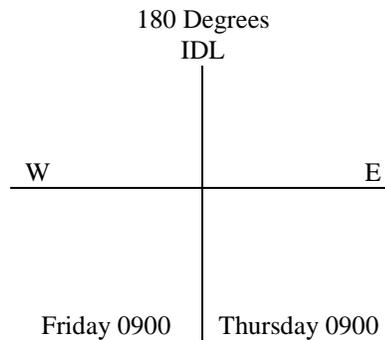
1. Per diem ICW transportation delays at the PDS may be paid in certain weather-related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See [CBCA 2371-TRAV, 18 May 2011](#).

- *2. Competent authority may authorize travel and transportation allowances when duty is performed
 - *a. Under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property,
 - *b. At a location within the PDS limits,
 - *c. At other than at the member's residence or normal duty location, and
 - *d. Overnight accommodations are used by reason of such duty.

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

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

B. Computing Per Diem when Crossing the IDL



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

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

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

20 to 24 Aug (Friday-Tuesday)	$\$135 + \$90 = \$225/\text{day} \times 5 \text{ days} =$	\$1,125.00
25 Aug Wednesday	$\$90 \text{ (M\&IE)} =$	\$90.00
25 Aug Wednesday	$75 \% \times \$90 =$	\$67.50
Total		\$1,350.00

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

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

U4110 SHIP TRAVEL

A. Per Diem. Per diem:

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

B. GOV’T Ship

- Per diem is not authorized for TDY aboard a GOV’T ship when QTRS are provided without charge and meals are provided with/without charge.
- Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
- When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.

4. TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period.

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

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

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

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

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

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

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

b. The AO should:

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

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

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

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

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

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

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

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

E. TDY Aboard a Foreign (Non government) Ship

1. Per Diem

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

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

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

F. Aboard Ship Constructed by a Commercial Contractor

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge.

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

3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. U4145.

U4115 CAR FERRY TRAVEL

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

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

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

1. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

2. Debarkation Day. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the traveler's location at 2400 on that day.

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

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

U4120 PER DIEM RATE REVIEW

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

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

5. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD COMPONENTS. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

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

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

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

U4130 TDY LODGING

A. General

1. The lodging component of per diem establishes the maximum per diem amount the GOV'T will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.
2. The amount allowed for lodging is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less.
3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.
4. A traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T. See par. U2000.
5. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.
6. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. U4130-F for multiple occupancy.

B. 'Lodging Plus' Computation

1. Requirements

- a. Per diem computed under this Part is based on the 'Lodging Plus' computation method.
- b. Per diem for each travel day is the actual amount the traveler pays for lodging NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location.
- c. The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodging Plus' computation.

2. Exceptions. Per diem for all official TDY travel must be computed under the 'Lodging Plus' method except when:

- a. A reduced per diem rate is authorized for the TDY (par. U4095);
- b. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. U4100-B;
- c. A per diem rate for travel by ship applies;
- d. Meals and lodging are furnished without cost to the traveler;
- e. An AEA is authorized for some/all of the TDY assignment; or
- f. Per diem is not payable for TDY ICW or in support of a military unit while on field duty.

C. Receipts

1. General. See par. U2710 and the [DoDFMR 7000.14-R, Volume 9](#) concerning receipts.
2. CONTINGENCY OPERATION Flat Rate Per Diem. A lodging expense receipt is not necessary when pars. U4950-E, U4950-F, and U4950-G apply unless to validate related expenses such as lodging tax or a parking fee.

D. Lodging Tax

1. General

- a. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on GOV'T business.
- b. Federal traveler tax exemptions and the form required to claim the exemption vary from location to location.
- c. See the [GSA Travel Homepage](#) for a list of jurisdictions in which [lodging tax exemption](#) may be offered at the option of the lodging facility.

2. CONUS and Non Foreign OCONUS Area. Lodging tax in CONUS and in a non foreign OCONUS area is:

- a. *Not* included in the [locality per diem lodging](#) ceiling, and
- b. A reimbursable expense (APP G) when per diem/AEA is paid.

3. Foreign Area. Lodging tax in a foreign area is:

- a. Included in the [locality per diem lodging](#) ceiling, and
- b. *Not* a reimbursable expense (APP G) when per diem/AEA is paid.

E. GOV'T QTRS

1. A fee/service charge paid for GOV'T QTRS use is an allowable lodging expense.
2. Reimbursement for GOV'T QTRS use is NTE the maximum locality lodging ceiling.
3. See par. U2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a U.S. INSTALLATION, and GOV'T QTRS on that U.S. INSTALLATION are available and directed on the order.

F. Single and Multiple Occupancy of a Room

NOTE: The following presumes the member is not TDY to a U.S. INSTALLATION and ordered to use available GOV'T lodging on that U.S. INSTALLATION.

1. Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.
2. Official Travelers Share a Room
 - a. Each official traveler is responsible for their portion of the room rate. **Example:** Two official travelers share a room –each is responsible for 50% of the room cost; three official travelers share a room–each is responsible for 33% of the room cost).
 - b. Multiple occupancy of a single room **DOES NOT LIMIT** a traveler's lodging per diem ceiling

eligibility. Official travelers who share lodging are each authorized lodging costs NTE the single room rate for the TDY locality. **Example:** Two official travelers who share a room in a \$100/night lodging area have \$200 total with which to pay for a room.

c. Examples of Room Charge Allocation:

(1) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$250/night room. Each official traveler is responsible for \$125/night (but without an AEA, each only receives \$100 reimbursement since the locality maximum lodging ceiling is \$100/night).

(2) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$170/night room. Each official traveler is responsible for, and receives, \$85/night – which is payable since it is below the locality lodging ceiling rate of \$100/night.

3. Official Traveler Shares a Room with a Non GOV'T Traveler(s). If an official traveler shares a room with a person(s) who is/are not a GOV'T traveler(s) on official travel, then the official traveler is authorized the locality single room rate.

G. Lodging with a Friend or Relative

1. Lodging reimbursement *is not authorized* for a member who lodges with a friend/relative at the friend's/relative's residence.
2. A member, who lodges at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible.
3. A member cannot be directed to lodge with a friend/relative.
4. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances.
5. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.
6. **Example:** A member (outpatient) and a DoD civilian employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DoD civilian employee may be eligible for reimbursement of some lodging costs. See JTR, par. C4130-G.

H. Multiple Lessees Involving Leased/Rented Lodging

1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared with another person(s) whose name is on the lease/rental agreement/contract is split equally among the lessees. ***This includes nonofficial travelers whose name(s) is/are on the lease/rental agreement/contract.*** Official travelers are not authorized reimbursement for more than their equal share of the lodging payment.
2. Long term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.
3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.
4. The applicable daily M&IE rate is not prorated.

5. AEA must be:
 - a. Authorized/approved by the AO and
 - b. In the GOV'T's interest. See par. U4305.

*I. Dependents Accompanying Traveler on TDY. The fact that a traveler's dependent(s) may accompany the traveler on TDY, at personal expense, does not affect the traveler's prescribed per diem rate.

J. Lodging in other than Commercial Facilities. When no commercial lodging facility is available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than a commercial facility is allowed. Such facility may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide a written explanation that is acceptable to the AO.

K. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location (i.e., where neither GOV'T QTRS nor commercial lodging is available) and must be obtained in an adjacent locality where the per diem rate is higher, the AO may, authorize/approve the higher per diem rate of the adjacent locality. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.

L. Online Booking Tool

1. General. A traveler should:
 - a. Follow Service procedures for making lodging reservations, and
 - b. Reserve a room directly with the hotel/chain, if authorized by the Service. This includes using the hotel's online website.
2. Limitations. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):
 - a. Daily hotel room costs;
 - b. Daily hotel taxes; and
 - c. Daily miscellaneous fees, if applicable.

M. Advance Lodging Deposit. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the Service.

N. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. See APP G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

U4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

- A. General. A contracting officer may contract for rooms and/or meals for a TDY traveler.
- B. Per Diem Limitation. The total daily amount paid by the GOV'T for the traveler's lodging, and M&IE is NTE the applicable per diem rate authorized in Ch 4, Part B ([60 Comp. Gen. 181\(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)), unless an AEA is authorized/approved under Ch 4, Part C.
- C. Reimbursement Limitation. Reimbursement is not authorized for items rented for contract QTRS that are rented with an "option to buy". [GSBCA 15890-TRAV, 29 July 2003](#).

U4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate (or AEA if appropriate) for the en route stopover site (i.e., the location the traveler stayed overnight).

U4145 DUAL LODGING ON A SINGLE DAY

- A. General. Dual lodging:
1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;
 2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the GOV'T QTRS would be available upon return);
 3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;
 4. Must be approved after the fact by:
 - a. An amended order, or
 - b. The AO on the travel voucher.
 5. Is limited to a maximum of 7 consecutive days.
 6. Extensions (more than 7 consecutive days) must be approved (after travel) by the Secretarial Process.
- B. Authorization/Approval. Dual lodging may only be authorized/approved when:
1. It is necessary for a traveler to retain lodging (for other than personal convenience) at one TDY location (Location A) and procure lodging at a second TDY location (Location B) on the same calendar day;
 2. The traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)). **Example**: Traveler is TDY to another location, intending to return that night, but is forced to remain overnight due to mechanical problems.;
 3. There is an economic impact based on (but not limited to):
 - a. Daily/weekly/monthly room rates,
 - b. Availability,
 - c. Storage charges, or

d. Shipment costs.

Example: Traveler is told if they check out of GOV'T QTRS for 2 nights, no room will be available upon return. [GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#); or

4. The traveler is unable to occupy the original lodging due to conditions beyond their control ([B-257670, 10 January 1995](#)). **Example:** A traveler staying in a recreational vehicle (RV) is forced to move to motel due to extreme weather.

C. Lodging Cost

1. Per Diem. Per diem, for the day(s) dual lodging is authorized/approved, is based on the lodging cost incurred at the second TDY location (Location B) where the traveler remained overnight.

2. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is a reimbursable expense (APP G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

D. Lodging Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the per diem/AEA plus lodging tax that would have been paid had the traveler remained overnight at Location A.

E. Lodging Receipts. *Lodging receipts are required for dual lodging claims.*

F. Long Term Dual Lodging Not Allowed

1. Long term dual lodging is not authorized.

2. An order may not authorize long term dual lodging.

3. Multiple long periods (or a single all encompassing period) of dual lodging reimbursement for lodging retained at the TDY site on the order is not authorized and violates the intent of this authority.

4. Known TDY locations must be named in the order.

G. Computation Examples

NOTE: Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

1. **Example 1.** A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a reimbursable expense (APP G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.

<u>Per Diem Rates</u>			
<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
Reimbursement for the Location A Apartment for 5 days			
Lodging Cost	Number of Days		Total
\$45	5		\$225
Per Diem for the TDY Assignment in Location B			
<u>First Day</u>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE		Total
\$95	\$46		\$141 plus lodging tax (<u>NOTE</u>)
<u>Second thru Fifth Day</u>			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$95	\$46		\$141/day x 4 days = \$564 plus lodging tax (<u>NOTE</u>)
<u>Return day to Location A</u>			
(Lodging cost + M&IE)			
Lodging	M&IE		Total
\$45	\$46		\$91

2. **Example 2.** A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3 day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/approved the cost of those QTRS as a reimbursable expense (APP G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.

Per Diem Rates			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for GOV'T QTRS for 3 Days			
Lodging	Number of Days		Total
\$25	3		\$75
Per Diem for the TDY Assignment in Location D			
First Day (Departure day from Location C and arrival day in Location D):			
Lodging	M&IE		Total
\$110	\$46		\$156 plus lodging tax (NOTE)
Second and Third Day (Lodging Cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$110	\$46		\$156/day x 2 days = \$312 plus lodging tax (NOTE)
Day of Return to Location C (Lodging Cost + M&IE)			
Lodging	M&IE		Total
\$25	\$38		\$63

U4150 LODGING OBTAINED AFTER MIDNIGHT

A. **Lodging Required.** When the traveler is en route to a TDY location and does not arrive at the lodging site until 2400 or later, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

B. **Lodging Not Required.** If no lodging is required, the per diem rate is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

U4155 LONG TERM TDY LODGING

A. **General.** If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. Follow Service/Agency procedures for making lodging arrangements.

B. **Computation**

1. When a traveler rents/leases lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

2. This computation presumes that the traveler acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodging at a daily rate.

3. This does not apply when a residence is purchased. See par. U4165.

C. Computation Example

<u>Leave Taken While TDY with Long Term Lodging</u>
1. A traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56).
2. Lodging (apartment & utilities) are obtained on a long term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June.

D. Contingency Operation. See par. U7030 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a CONTINGENCY OPERATION.

E. Evacuation. See par. U7035 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

U4160 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED OR RENTED WHILE TDY

A. General. An apartment, house, or recreational vehicle (e.g., mobile home, camper, camping trailer, or self-propelled mobile recreational vehicle) leased or rented ICW official TDY qualifies as lodging.

B. Expenses

1. General Maintenance. Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. These expenses include (but are not limited to) fees for:

- a. Utility use and connection/disconnection (e.g., electricity, natural gas, water, fuel oil, sewer);
- b. Dumping;
- c. Showers;
- d. Cleaning/maids;
- e. Cable TV;
- f. Automobile head bolt heaters plug in (if ordinarily included in the price of a hotel/motel room in the area concerned); and
- g. Monthly telephone use. Monthly telephone use *does not include*:
 - (1) Installation charges;
 - (2) Unofficial long distance calls; and/or
 - (3) Personally owned mobile phone monthly fees when used in lieu of an installed phone. See APP G for official communications.

2. Lodging Expenses. Allowable lodging expenses include:

- a. Apartment, house, or recreational vehicle rent;

- b. Parking space for the recreational vehicle rent;
- c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and
- d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. [B-254626, 17 February 1994.](#)

3. Furniture Expenses

a. Rental

- (1) General. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner) are reimbursable expenses.
- (2) “Option to Buy” Agreements. Some furniture rental agreements include an “option to buy” clause that results in the renter owning the furniture at the contract term end. A traveler may be reimbursed for the cost of an “option to buy” rental agreement *if there is no other alternative*. If the “option to buy” plan is used, the traveler must reimburse the GOV’T the amount credited toward the purchase, if paid as part of the travel claim settlement. See [B-259520, 7 December 1995.](#)
- (3) Damage Waiver Fee. If a damage waiver fee is required as part of the rental cost, the traveler may be reimbursed for the fee as part of the furniture rental while on TDY, *if there is no other alternative*. [CBCA 1961-TRAV, 20 JULY 2010.](#)

b. Shipment. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of furniture shipment from a previous residence, even if the shipment is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005.](#)

c. Purchase. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of purchasing furniture for the unfurnished TDY lodging, even if the furniture purchase is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005.](#)

4. Mortgage Interest and Property Taxes. When a dwelling of any kind (including a recreational vehicle) is purchased under some form of “rent to buy” option, all associated mortgage interest and property taxes, previously claimed, *must be repaid*. FTR §301-11.12(b).

U4165 RESIDENCE PURCHASED AND USED FOR TDY LODGING

A. TDY Order Issued on/after 1 January 2012

- 1. Mortgage Interest and Property Taxes. Effective with an order issued on/after 1 January 2012, mortgage interest and property taxes associated with the purchase of any dwelling (to include a recreational vehicle) purchased at a TDY location may *not* be claimed as substantiation for payment of per diem while TDY.
- 2. Utilities. Effective 10 January 2012, utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed.
- 3. **Example**: Order issued 29 December 2011 and dwelling purchased 2 January 2012 = no lodging payments for purchase costs.

B. TDY Order Issued before 1 January 2012, and Dwelling Purchased before 1 January 2012. Personnel issued orders before 1 January 2012 who already purchased a dwelling at the TDY location before 1 January 2012 may continue to claim lodging costs related to the purchased dwelling until the expiration of the current TDY order including any extensions to that order limited to the following:

1. Prorated Monthly Expenses. Allowable expenses are prorated based on the number of days in the month, rather than by the actual number of days the member occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)).
2. Allowable Expenses. The following monthly charges are allowable expenses:
 - a. Mortgage interest;
 - b. Property tax; and
 - c. Utility costs actually incurred, (e.g., electricity, natural gas, water, fuel oil, sewer charges).
3. Expenses Not Allowed. The following expenses are not reimbursable, any:
 - a. Installation fees;
 - b. Hook up charges;
 - c. Entertainment utilities (e.g. cable, TV, telephone); and
 - d. Costs associated with the rental, purchase or shipment of furniture.
4. Lodging Per Diem Payable. The total lodging per diem payable must not exceed the applicable TDY maximum locality lodging ceiling, unless an AEA (Ch 4, Part C) is authorized/approved.
5. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. Lodging obtained on a weekly, monthly, or longer term basis does not apply when the residence is purchased. See par. U4155.

U4170 LODGING COST UNDER THE BARTER SYSTEM

- A. General. A TDY traveler, in a remote location at which there are no GOV'T QTRS or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodging obtained in private dwellings.
- B. Reimbursement. Reimbursement may not exceed 20% of the locality per diem lodging ceiling.
- C. Receipts. As an exception to the \$75 or more receipt rule, the traveler should provide receipts for the barter goods and the traveler's certification that the barter goods were delivered to the householder for the lodging, if required by finance regulations.

U4175 LODGING PER DIEM COMPUTATION

- A. General. Lodging reimbursement while on TDY or at a delay point, is NTE the [locality per diem lodging](#) ceiling for the TDY or delay location.
- B. Total Day's Per Diem. The lodging cost/locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate.
- C. Maximum Reimbursement. Reimbursement is NTE the maximum per diem rate for the TDY/stopover locality unless an AEA is authorized/approved IAW Ch 4, Part C.
- D. Lodging Not Available at the TDY Location. When lodging is not available at the TDY location, the per diem rate for lodging at another location may be authorized (par. U4130-K).

BLANK PAGE

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 3: M&IE

U4200 M&IE RATE DETERMINATION

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

B. CONUS Full Days

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

2. Government Meal Rate (GMR). The standard GMR paid for meals in a GOV'T dining facility/mess plus \$5 IE is paid. This rate applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,

b. The GMR is directed,

c. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

d. The member is not traveling.

3. Proportional Meal Rate (PMR). The PMR plus \$5 IE is paid. The PMR applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,

b. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

c. The member is not traveling.

4. Member Directed to Procure Private Sector Lodging off the U.S. INSTALLATION. When adequate GOV'T QTRS are available but a member is directed to procure private sector lodging off the U.S. INSTALLATION, the member is treated as though the GOV'T QTRS are not available and is authorized the locality meal rate instead of the GMR/PMR and \$5 IE. *Just because GOV'T QTRS are available, a command cannot send a member into private sector lodging off the U.S. INSTALLATION and use the technical GOV'T QTRS 'availability' to reduce the locality meal rate to the GMR/PMR.*

C. OCONUS Full Days

1. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

2. GMR. The Standard GMR paid for meals in a GOV'T dining facility/mess plus the appropriate IE rate is paid. This rate applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned

TDY,

b. The [GMR](#) is directed,

c. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and

d. The member is not traveling.

3. [PMR](#). The PMR plus the IE rate is paid. The PMR applies each day that:

a. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY (par. U4200-C5),

b. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and

c. The member is not traveling.

4. [OCONUS IE](#)

a. The OCONUS IE rate used is:

(1) \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available on that U.S. INSTALLATION, or,

(2) The [locality IE rate](#) when the member's TDY location is not a U.S. INSTALLATION, or

(3) The [locality IE rate](#) when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are not available on the U.S. INSTALLATION.

b. [Exceptions](#). The AO may determine that \$3.50 is:

(1) Adequate when the member is not lodged on a U.S. INSTALLATION. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.

(2) Not adequate when the member is lodged on a U.S. INSTALLATION. The [locality IE rate](#) may be authorized and must be stated in the order.

(3) The \$3.50 IE rate does not apply on any day the member is traveling.

5. [Member Directed to Procure Private Sector Lodgings off the U.S. Installation](#). When adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and is authorized the locality meal rate instead of the [GMR/PMR](#) plus the locality IE rate unless the \$3.50 IE rate is authorized under par. U4200-C4.

Just because QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE to the [GMR](#) or [PMR](#).

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

1. [Authority](#). The schoolhouse/COCOM/JTF commander:

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

- b. May only specify the GMR for a day when all 3 meals are available.
 - c. May only specify the PMR when at least one meal a day is available.
2. Meal Rate Information. Information about the course that provides the appropriate meal rate:
- a. Should be documented in the order, including the source of the information, and
 - b. That is not available prior to order issuance must be provided to the traveler, by the commander/designee, upon arrival and submitted with the travel voucher.
3. GOV'T Dining Facility/Mess. A GOV'T dining facility/mess is:
- a. Available only if GOV'T QTRS on a U.S. INSTALLATION are available and the command controlling the GOV'T dining facility/mess has made the dining facility/mess available to the traveler.
 - b. *Not available* on an interim travel day, except when traveling within the AOR IAW par. U4605-B1c.

U4205 DEDUCTIBLE MEALS

A. PMR Application

- 1. The PMR in pars. U4200-B3 and U4200-C3 applies on any day (except travel days to and from the PDS) when one or two deductible meals are provided.
- 2. The GOV'T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem).
- 3. A meal provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.
- 4. See APP R2, par. J for PMR computation examples.

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

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

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

- 1. Constitute a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast 0600-0800).

2. Served during a break (not at a meal time) do not constitute a deductible meal.

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

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

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

U4210 NON DEDUCTIBLE MEALS

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

1. Box/'bagged' meal from a GOV'T dining facility/mess, (e.g., C Rations, K Rations, MREs) except when the GOV'T dining facility/mess box/'bagged' meal is the *only method* of providing an adequate meal to a member. ***NOTE: See par. U4605 for a traveler on TDY within a COCOM or JTF AOR.***
2. In flight meal,
3. Rations furnished by the GOV'T on military aircraft,
4. GOV'T meal consumed in a GOV'T dining facility/mess,
5. Meal furnished on a commercial aircraft,
6. Meal provided by a private individual, or
7. A no cost complimentary meal provided by a lodging establishment (i.e., the lodging cost is \$75 with ***or*** without breakfast).

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

C. Limitations

1. An organization may not provide a GOV'T meal in a GOV'T dining facility/mess at no charge to a TDY member and order it used as a deductible meal for per diem.
2. An organization may not treat TDY members as permanent party by providing GOV'T meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) as addressed in DoDFMR, Vol. 7A, par. 250105.C1.
3. A GOV'T dining facility/mess is available only when GOV'T QTRS on the U.S. INSTALLATION on which the member is TDY are available (see par. U4235-B1).
4. DoDFMR Vol. 7A, Ch 25 and Vol. 12, Ch 19 prohibit military members from being provided meals or rations at no charge by or on behalf of the GOV'T while entitled to BAS (***NOTE: Members on TDY receive BAS.***) for the same period of service, except when a patient is in a hospital. See par. U4235-C.

5. **Example.** A member is TDY with a unit conducting an exercise. The U.S. INSTALLATION on which the member is TDY does not have enough on base lodging for all members in TDY status. Member receives a non availability of GOV'T QTRS and lodges off base during the exercise. Because GOV'T QTRS are not available, the dining facility/mess is therefore also not available. Consequently, the AO may not direct member to the GMR or PMR (i.e., to eat all/some meals in dining facility/mess) and the member must be reimbursed for meals at locality per diem meal rate, regardless if member chooses to purchase/consume one or more meals in the GOV'T dining facility/mess.

U4215 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. U4205-B5 and U4205-B6 when a charge for meals is added to the lodging cost. See [CBCA-1900-TRAV, 3 MAY 2010](#).

U4220 LODGING AND MEALS PROVIDED WITHOUT COST

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

1. CONUS: \$5 IE; or
2. OCONUS:
 - a. \$3.50 IE, if the member is TDY to a U.S. Installation and GOV'T QTRS are available on that U.S. Installation, or
 - b. The OCONUS [locality IE rate](#) when the member's TDY location is not a U.S. INSTALLATION, or
 - c. The [locality IE rate](#) when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are not available on the U.S. INSTALLATION, or
 - d. The AO may determine \$3.50 is:
 - (1) Adequate when the member is not lodged on a U.S. INSTALLATION. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.
 - (2) Not adequate when the member is lodged on a U.S. INSTALLATION. The [locality IE rate](#) may be authorized and must be stated in the order.

B. **Maximum Per Diem.** Whatever is spent for meals and lodging furnished without expense to the traveler, when combined with the applicable IE, must not exceed the applicable maximum [per diem rate](#). See par. U4090-E for per diem ICW field duty.

U4230 OCCASIONAL MEALS AND/OR LODGING

A. **General.** A member is authorized reimbursement for meals and/or lodging when the AO determines the member must execute one of the occasional meals and lodging requirements **and** is in a status IAW this par.

B. Requirements

1. Procure lodging from commercial, GOV'T or non appropriated fund sources;
2. Use GOV'T QTRS and pay a service charge;
3. Retain lodging at a prior TDY location when the retention is authorized/approved by appropriate authority; or

4. Procure meals from commercial or non appropriated funds sources;

C. Status

1. Member Escorting Arms Control Inspection Team/Members. Within PDS limits, only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in country period referred to in the treaty or agreement. See par. U4100-A.
2. TDY within the PDS Local Area (Outside the PDS Limits). See par. U4100-B.
3. Round Trips within 12 Hours. See par. U4050-A20.
4. Members Traveling Together with No/Limited Reimbursement. See par. U4090-F.
5. TDY or Training Duty Aboard a Ship. See par. U4110.
6. Field Duty. See par. U4090-E.
7. A Member and/or Straggler Separated from Others Traveling Together Under an Order Directing No/Limited Reimbursement Travel. See pars. U4090-F and U4090-G.
8. EUM. See par. U4240.
9. Inpatient. See par. U4090-K.
10. SROTC Member. Lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no GOV'T QTRS or GOV'T dining facility/mess are available. See par. U7620-B7.

D. Computation

1. Lodging

- a. Allowable Amount. The amount allowed is the member's lodging cost NTE the maximum lodging amount within the [per diem rate](#) for the TDY locality.
- b. Reimbursement in Excess of Allowable. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, the AO may authorize reimbursement in greater amounts for the occasional lodging cost. See Ch 4 Part C.
- c. Lodging Procurement Required. When a member is required to procure/retain unoccupied lodging or to procure/retain lodging at more than one location on any calendar day, reimbursement is IAW par. U4145.

2. Meals

- a. Procured Meals Required. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) based on the applicable [per diem rate](#) for the TDY locality.
- b. More than One Locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4235 GOV'T DINING FACILITY/MESS

A. Dining Facility/Mess Available. A GOV'T dining facility/mess on the U.S. INSTALLATION must be used to the maximum extent practicable by members quartered on a U.S. INSTALLATION.

B. Dining Facility/Mess Not Available. A GOV'T dining facility/mess is not available:

1. When GOV'T lodgings on the U.S. INSTALLATION are not available (see Ch 2, Part H);
2. On travel days; or
3. When an AO determines:
 - a. The use of the GOV'T dining facility mess adversely affects mission performance;
 - b. There is excessive distance between the GOV'T dining facility/mess and places of duty, and/or of lodging;
 - c. Transportation is not reasonably available between the GOV'T dining facility/mess and places of duty, and/or of lodging; or
 - d. Duty hours and GOV'T dining facility/mess operating hours are not compatible.

C. GMR/PMR Documentation

1. GMR/PMR Directed. An order must direct the GMR or PMR if one of these rates is to apply.
2. GOV'T Dining Facility/Mess not Available. If the GMR or PMR is directed, but the GOV'T dining facility/mess is not available, the member must be reimbursed:
 - *a. The locality meal rate if all three meals were not available; or
 - b. The PMR if one or two meals were not available;
3. Non Availability Approval. The AO must approve the member's non availability certification.
4. Order Modification. An order modification must be made to document the meal rate change.
- *5. GMR/PMR not Directed. If an order does not direct the GMR or PMR, the locality meal rate is paid (an exception to this is schoolhouse training (par. U4200-D)).
6. Deductible Meals. See par. U4205.

D. Limitations

1. An organization may not treat TDY members as permanent party by providing GOV'T meals in a dining facility/mess at no charge like in Essential Station Messing (ESM) in DoDFMR, Vol. 7A, par. 250105.C1.
2. A TDY member pays for meals in the GOV'T dining facility/mess and is authorized the GMR/PMR except for limited circumstances:
 - a. Field duty (par. U4090-E),
 - b. Sea duty (par. U4110-B),
 - c. EUM (par. U4240),

- d. Members traveling together with no/limited reimbursement (par. U4230-C7), and
- e. JTF operations (par. U4600).

3. See DoDFMR, Vol. 7A, Ch 25 for pay account collection.

U4240 ESSENTIAL UNIT MESSING (EUM)

A. General. There is no authority to pay for meals when the Secretary Concerned/Combatant Commander/JTF Commander, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness.

B. Start/End Time. The prohibition on paying for meals begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.

C. Meal Procurement Required. A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4230.

D. IE Rate. The IE rate paid is:

- 1. \$5 in a CONUS locality, or
- 2. \$3.50, in an OCONUS locality, if the member is TDY to a U.S. Installation and GOV'T QTRS are available on that U.S. Installation, or
- 3. The [locality IE rate](#) in an OCONUS locality when the member's TDY location is not a U.S. INSTALLATION, or
- 4. The [locality IE rate](#) when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are not available on the U.S. INSTALLATION, or
- 5. In an OCONUS locality the AO may determine \$3.50 is:
 - a. Adequate when the member is not lodged on a U.S. INSTALLATION. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.
 - b. Not adequate when the member is lodged on a U.S. INSTALLATION. The [locality IE rate](#) may be authorized and must be stated in the order.

SECTION 6: PCS TO, FROM, OR BETWEEN OCONUS POINTS**U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**

A. General. Except as specifically provided in pars. U5116-B and U5116-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/limited reimbursement to, from or between OCONUS points, is authorized:

1. The applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS; and
2. Transportation by available GOV'T aircraft or ship, otherwise GOV'T procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. The applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS; and
4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. U5116-A1/U5116-A3 IAW par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on a PCS order not involving transoceanic travel (see APP A) is authorized the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use GOV'T or GOV'T procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. Personal travel under par. U5116-A; and
- *b. Dependents' travel under par. U5210; and
- c. POV delivery to the loading port/VPC for transportation under par. U5413.

2. POC Travel

a. General. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the GOV'T's advantage and is used by the member for the entire distance between duty stations, reimbursement is on a 'MALT Plus' basis for the member/dependents for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Transoceanic Travel by Personally Owned Boat. When the member travels by personally owned boat (a form of POC), constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction*). Per diem and travel time are based on the air travel time ([59 Comp. Gen. 737 \(1980\)](#)).

c. Travel Partly by POC and Partly by Common Carrier. When POC travel has been authorized as prescribed in par. U5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

*3. Per Diem for POC Travel Involving a Car Ferry. When a member/dependent traveling between two PDSs travels partly by POC and partly by car ferry (circuitously/indirectly or otherwise), per diem is authorized. See par. U3700 for transportation reimbursement.

a. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the transportation cost) is authorized.

b. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on:

(1) Per diem rate prescribed for the member's new PDS if travel ends on that day, or

(2) 'MALT Plus' per diem if travel by POC continues on the day after the departure day (debarkation) from the ferry (par. U5105-B).

*c. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, uninterrupted 'MALT Plus' is the applicable M&IE while on the ferry (par. U5105-B).

*d. Dependent Per Diem. The percentages, in par. U5210-B, apply when computing a dependent's per diem.

4. Travel by Commercial Ship. Per diem is not authorized for a member and/or dependent when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.

D. Transoceanic Transportation Reimbursement Costs

1. GOV'T/GOV'T procured Transportation Available. ***When travel is directed by GOV'T/GOV'T procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.*** If GOV'T and GOV'T procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. GOV'T Transportation and GOV'T Procured Transportation Not Available. When GOV'T transportation and GOV'T procured transportation are not available, the member is authorized reimbursement for the cost of transportation used NTE the POLICY CONSTRUCTED AIRFARE (see APP A) over the direct route between origin and destination. If aircraft travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

3. Travel by Ships or Aircraft of Foreign Registry. ***See Ch 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on ships or aircraft of foreign registry.***

4. Travel by Privately Owned Boat. See par. U5116-C2b.

E. Reimbursement when the Member Performs Indirect/Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the member is authorized:

1. 'MALT Plus' for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

2. Reimbursement for the cost of transoceanic U.S. certificated transportation used and per diem; and

3. Reimbursement for transoceanic non U.S. certificated transportation used and per diem NTE the cost the GOV'T would have incurred for the member's transportation on the direct route if travel by non U.S. certificated carrier on the circuitous route is supported by the documentation required in Ch 3, Part B, stating that a U.S. certificated carrier was not available on the direct route and documentation stating that a U.S. certificated carrier was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by GOV'T/GOV'T procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the unused directed transportation mode cost. See APP A for indirect/circuitous travel definition.

BLANK PAGE

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>
**Tyndall AFB, FL (and any PDS in Panama City, FL)	*12 March 2014 - 30 Sep 2014	*60 (authorized in 10-day increments)

3. Reimbursement for a location authorized a temporary TLE (par. U5710-B2) is based on the following criteria:

- a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.
- b. The member is eligible for 5 or 10 days, whichever is applicable per par. U5710-A, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

4. **Examples**

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

U5715 TEMPORARY QTRS

Temporary QTRS for the member/dependent(s):

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

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

U5720 REIMBURSEMENT

A. Member Married to Member. When both spouses are members:

1. Each may be reimbursed up to \$290/day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and

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

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

C. Maximum TLE Reimbursement. A member:

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

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

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

D. Reimbursement Example:

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

E. Reimbursement Computation

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

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

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

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

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

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

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

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

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

Example 1 -- TLE ALLOWANCE Member with no dependents	
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

Example 2 -- TLE ALLOWANCE	
Member with 3 dependents	
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

Example 3 -- TLE ALLOWANCE	
Two Members with other dependents	
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:	
Member #1	
(with 1 dependent)	
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
Member #2	
(with 1 dependent)	
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:

Member #1 (with 2 dependents)	
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
Member #2 (with 2 dependents)	
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:

OLD PDS	
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
NEW PDS	
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:

	Member (New PDS)	Dependent(s) (Old PDS)
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.

SECTION 3: CONSECUTIVE OVERSEAS TOURS (COT) LEAVE

U7010 COT LEAVE

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Parts B and C, for COT leave travel between authorized locations.
2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. U4780, and Ch 3, Part D.
3. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

B. Eligible Member

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

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

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

NOTE: COT leave travel and transportation allowances are authorized for a command sponsored dependent born during a COT leave deferral period.

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

1. Travel between Authorized Locations. Travel between authorized locations is travel:

- a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- b. From the old to the new OCONUS PDSs via an authorized destination; or
- c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7010-E3.

2. Authorized Destination

- a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.
- b. ***If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.***
- c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place.
- d. Examples. *Costs in these examples are not actual costs and are used for illustration only.*

(1) Example 1

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

(2) Example 2

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

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

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

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

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

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

*1. CONUS HOR. A member whose HOR is in CONUS, and the member's dependent, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

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

3. Deferred Travel

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

b. Duty ICW a Contingency Operation

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

(2) Exception

(a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.

(b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.

(c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation Examples. *Costs in these examples are not actual costs and are used for illustration only.*

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

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. U1245) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	\$500
Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5108-A.	

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

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

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

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. U7200-A) on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.	
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 50.00</u>
Total constructed GOV'T city pair airfare cost =	\$1,924.63
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.235/mile =	\$ 719.80
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)
Member's authorized per diem = 9 days x \$129/day =	\$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =	\$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	<u>\$ 580.50</u>
Total actual amount =	\$ 3,332.05
In this example, the city pair airfare to the CONUS HOR is less expensive than POC 'MALT Plus' travel to the HOR. The member's reimbursement is limited to the POLICY CONSTRUCTED AIRFARE of \$599/person if the Service did not authorize/approve POC use.	
The member is financially responsible for the additional cost (\$3,332.05 - \$1,924.63) of \$1,407.42.	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT Plus' on behalf of eligible travelers. See par. U7010-F1c.	

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. U7200-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =	\$3,876.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 70.00</u>
Total constructed GOV'T city pair airfare cost =	\$4,040.88
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.235/mile =	\$719.80
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$129/day = \$1,161
Member's authorized per diem =	\$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$580.50/child x 2 children =	<u>\$ 1,161.00</u>
Total actual amount =	\$3,912.55
In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC 'MALT Plus' travel to the HOR. Since the POLICY CONSTRUCTED AIRFARE exceeds the actual POC cost, the member is reimbursed the actual amount of \$3,912.55. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (par. U7010-F1c).	

2. Travel Status. A member is in a travel status (see par. U2250) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7010 if a member elects:

- a. 15 days leave and transportation, under par. U7025, or
- b. Either of two other options available in lieu of transportation under par. U7025, (i.e., cash, or 30 days leave without funded transportation. See [DoDI 1327.06](#)).

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.

ACADEMY, SERVICE (*Uniformed Member Only*). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy ([37 USC §410\(a\)](#)).

ACCOMMODATIONS

A. Approved. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site.

B. Common Carrier

1. Other Than Economy/Coach

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JFTR, par. U3510-A/JTR, par. C3510-A.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3510/JTR, par. C3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

2. Economy/Coach. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy/coach (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business class/true first class and are not to be mistaken for this one accommodations class). The term also includes tourist class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra Fare Train. A train that operates at an increased fare due to the train's extra performance (i.e., faster speed or fewer stops).

5. Single Class. This term applies when an airline offers only one class of accommodations to all travelers ([41 CFR §301-10.121](#)).

C. Public. Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

D. Types. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy/Coach/Air Tourist. A type available on commercial aircraft at rates lower than other than economy/coach accommodations.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

ACTIVE DUTY (Uniformed Member Only). Full time duty in the active service ([37 USC §101\(18\)](#)) of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. **NOTE: A member is on active duty while in a travel status or while on authorized leave.**

ACTIVE DUTY FOR TRAINING (ADT) (Uniformed Member Only). Full time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training (AT), and full time attendance at a school designated as a Service school by law or by the Secretary Concerned.

ACTIVE GUARD AND RESERVE (AGR). Active duty performed by a member of an RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive or more days for the purpose of organizing, administering, recruiting, instructing, or training the RCs (10 USC 101(d)6).

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed within JFTR and/or JTR, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL RESIDENCE (Civilian Employee Only). The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T ([GSBCA 16265-RELO, 19 December 2003](#)).

ADVANCED TRAVEL OF DEPENDENTS (Uniformed Member Only). The movement of dependents based on a PCS order, but before member travel.

AGENCY

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;

3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses;
4. Office, agency or other establishment in the judicial branch.

AGREEMENT (*Civilian Employee Only*). A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel. *Also called a Service Agreement.*

ALTERNATE PLACE (*Uniformed Member Only*). A CONUS or non foreign OCONUS place authorized/ approved by the Secretarial Process to which a dependent is authorized to move at GOV'T expense in conjunction with an ITDY.

ANNUAL TRAINING (AT) (*Uniformed Member Only*)

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).
3. Annual training is a part of active duty for training.
4. For DoD, see [DoDI 1215.06](#). For non DoD Services, see Service issuances.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL (*Civilian Employee Only*). See **TRAVEL APPROVING/DIRECTING OFFICIAL**.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard ([37 USC §101\(4\)](#)).

ATTENDANT. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies a member/ employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

AUTHENTICATING OFFICIAL (*Civilian Employee Only*). See **AUTHORIZING/ORDER ISSUING OFFICIAL (AO)**.

AUTHORIZE(D)

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

AUTHORIZING/ORDER ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor provided services that allow cash withdrawals from participating ATMs to be charged to a GTCC.

BAGGAGE

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. GOV'T material may be included.
- C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.
2. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.
3. Unaccompanied (UB). Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:
 - a. Is not carried free on a ticket used for personal travel,
 - b. Ordinarily is transported separately from the major bulk of HHG, and
 - c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.
 - d. *ICW PDT (including TCS for civilian employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*
 - e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.*

BLANKET ORDER. See **ORDER**.

BREAK IN SERVICE (Civilian Employee Only). A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency ([5 CFR §300.703 \(2004\)](#)).

BUSINESS CLASS. See **ACCOMMODATIONS**.

CALENDAR DAY

1. The 24 hour period from one midnight to the next midnight.
2. The calendar day technically begins one second after midnight and ends at midnight.

CAPACITY CONTROLLED CITY PAIR AIRFARE. See **CITY PAIR AIRFARE.**

CENTRALLY BILLED ACCOUNT (CBA). See **GOVERNMENT TRAVEL CHARGE CARD (GTCC).**

CERTIFICATED AIR CARRIER. See **U.S. CERTIFICATED CARRIER.**

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. Also referred to as Indirect Travel.

CITY PAIR AIRFARE. An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel ([Airfares \(City Pair Program\) http://www.gsa.gov/portal/category/27228](http://www.gsa.gov/portal/category/27228)). Airfares are priced on one way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA):

1. No advance purchase required
2. Last seat availability
3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City Pair Airfare ('Dash'CA):

1. Lower prices than the standard city pair rates
2. Limited number of seats on each flight
3. Not used for cost construction purposes.

COMMANDANT'S PAROLE (*Uniformed Member Only*). The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court martial sentence has not been ordered executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. Refer to the [Defense Almanac](#) and/or the [DoD](#) website for Unified Combatant Commands.

COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*). See **DEPENDENT, COMMAND SPONSORED.**

COMMERCIAL POV STORAGE FACILITY (*Uniformed Member Only*). Any commercial fee-for-service facility open to the public for daily/long term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 ([P. L. 104-88](#)) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private sector supplier of air, rail, bus, or ship transportation.

***COMMUTED RATE (Civilian Employee Only).** A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Commuted rate table information and related accessorial charges incident to official HHG transportation for an eligible civilian employee are found at <http://www.gsa.gov/portal/content/183143>. See JTR, par. C5160-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under [5 CFR §410.404](#). Does not include regularly scheduled courses of instruction conducted at a GOV'T/commercial training facility.

CONSECUTIVE OVERSEAS TOUR (COT) (Uniformed Member Only). The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See **IN PLACE CONSECUTIVE OVERSEAS TOUR**.

CONSUMABLE GOODS (SEE HOUSEHOLD GOODS). Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to APP F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

1. **Foodstuff:** Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.
2. **Personal Maintenance:** Non edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.
3. **Household Maintenance:** Non edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.

CONTIGUOUS UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under [10 USC §688](#), [§12301\(a\)](#), [§12302](#), [§12304](#), [§12304a](#), [§12305](#), or [§12406](#); [Ch 15 of title 10](#), or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T. Also called a Travel Management Center (TMC) under GSA's program.

CONUS LOCALITY PER DIEM RATES. For current per diem rates, see the [Defense Travel Management Office website](#).

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#).

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))	Defense Media Agency (DMA)	Defense Advanced Research Projects Agency (DARPA)	Defense Security Cooperation Agency (DSCA)	National Intelligence University (NIU)
	Defense Prisoner of War/Missing Personnel Office (DPMO)	Defense Commissary Agency (DeCA)	Defense Security Service (DSS)	
Department of the Army	Defense Technology Security Administration (DTSA)	Defense Contract Audit Agency (DCAA)	Defense Threat Reduction Agency (DTRA)	Defense Acquisition University (DAU)
Department of the Air Force		Defense Contract Management Agency (DCMA)	Missile Defense Agency (MDA)	National Defense University (NDU)
Department of the Navy (including the Marine Corps)	DoD Education Activity (DoDEA)	Defense Finance and Accounting Service (DFAS)	National Geospatial Intelligence Agency (NGA)	
DoD Inspector General (DoD IG)	DoD Human Resources Activity (DHRA)	Defense Information Systems Agency (DISA)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency (NSA)/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency		Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	

DEPENDENT ([Uniformed Member Only](#)). Defined by [37 USC §401](#).

NOTE: Exception. For authorization purposes under JFTR:

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7835-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U4070-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

Except for transportation to obtain OCONUS medical care (JFTR, par. U7125-C1), any of the following individuals: (*Exception NOTES above.*)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.**;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; **NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.**;
8. For transportation authorized in JFTR, par. U5215-B,
 - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
 - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBGA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBGA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBGA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBGA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBGA 15207-RELO, 19 May 2000](#); [GSBGA 14122 RELO, 16 March 1998](#).

Common Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect,

without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” ([DoDFMR, Vol. 7B, Glossary](#))

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

Pertinent GSBCA decisions

- [GSBCA 15947-RELO, 31 March 2003](#)
- [GSBCA 15382-RELO, 20 December 2000](#)
- [GSBCA 15207-RELO, 19 May 2000](#)
- [GSBCA 14673-RELO, 9 December 1998](#)
- [GSBCA 14122-RELO, 16 March 1998](#)

DEPENDENT/IMMEDIATE FAMILY (Civilian Employee Only). Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Employee's domestic partner;
3. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** “Children” includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children. [50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));

NOTE 1: *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a “legal guardianship” as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term “legal guardianship” is not defined in the JTR, GSBCA turned to AZ state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf ([GSBCA 16337-RELO, 19 April 2004](#)).*

4. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and
5. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: *Generally, the individuals named in items 4 and 5 are the employee's dependents if they receive at least 51% of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

NOTE 3: ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7285-C for the purpose of transportation eligibility under that Act.

NOTE 4: With respect to emergency leave travel, JTR, par. C7020-D.

NOTE 5: Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

Once the employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)
[GSBCA 15382-RELO, 20 December 2000](#)
[GSBCA 15207-RELO, 19 May 2000](#)
[GSBCA 14673-RELO, 9 December 1998](#)
[GSBCA 14122-RELO, 16 March 1998](#)

DEPENDENT, ACQUIRED (*Uniformed Member Only*). A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

DEPENDENT, COMMAND SPONSORED (*Uniformed Member Only*)

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

DEPENDENT RESTRICTED TOUR (*Uniformed Member Only*)

1. A tour at any overseas PDS with an established tour that does not permit command sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See [DoDI 1315.18, par. E2.1.13](#).

DESIGNATED PLACE

A. UNIFORMED MEMBER

1. Except as used in Ch 6 (Evacuation Allowances):
 - a. A place in a CONUS/non-foreign OCONUS area;
 - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
 - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;
 - d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent restricted/unaccompanied tour;
 - e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at GOV'T expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

B. CIVILIAN EMPLOYEE. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE (*Civilian Employee Only*). The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DETACHMENT (*Uniformed Member Only*). A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES (*Civilian Employee Only*)

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.**

DOMESTIC PARTNER (*Civilian Employee Only*). An adult in a domestic partnership with an employee of the same sex.

Effective 28 September 2011

DOMESTIC PARTNERSHIP (*Civilian Employee Only*). A committed relationship between two adults of the same sex, in which they:

1. Are each other's sole domestic partner and intend to remain so indefinitely;
2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);
3. Are at least 18 years of age and mentally competent to consent to contract;
4. Share responsibility for a significant measure of each other's financial obligations;
5. Are not married or joined in a civil union to anyone else;
6. Are not a domestic partner of anyone else;
7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which the domestic partnership was formed;
8. Are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under [18 USC §1001](#), and that the method for securing such certification, if required, must be determined by the agency; and
9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

NOTE: The definition of 'Domestic partnership' requires that the partners 'share responsibility for a significant measure of each other's financial obligations.' This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner.

DUTY STATION

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

DISCOUNT GOVERNMENT MEAL RATE (GMR). The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest**. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical**. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

EARLY RETURN OF DEPENDENT (Uniformed Member Only). Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

EFFECTIVE DATE OF PCS ORDER

A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.
4. The following are examples of computing an order's effective date:

<u>EXAMPLE 1</u>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
<u>EXAMPLE 2</u>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
<u>EXAMPLE 3</u>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

- B. **CIVILIAN EMPLOYEE**. The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel order is excluded.

EFFECTIVE DATE OF SEPARATION (*Civilian Employee Only*). The date an employee is separated from Federal service.

***EFFECTIVE DATE OF TRANSFER OR APPOINTMENT** (*Civilian Employee Only*). The date an employee or new appointee reports for duty at a new or first PDS (B-210953, 22 April 1983).

EMERGENCY TRAVEL (*Civilian Employee Only*). See **TRAVEL, EMERGENCY**.

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year ([5 USC §5701\(2\)](#)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
 - a. Travel is authorized by competent authority, and
 - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE**.

FAMILY. See **DEPENDENT**.

FEDERAL TRAVEL REGULATION. Regulation contained in [Title 41 of the Code of Federal Regulations \(CFR\), Chapters 300 through 304](#), that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is provided meals in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or
2. Students are participating in survival training, forage for subsistence, and improvise shelter.

An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

FIRST CLASS. See **ACCOMMODATIONS**.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under [49 USC §41102](#).

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN-BORN DEPENDENT (*Uniformed Member Only*). A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign born dependent spouse.

FOREIGN SERVICE OF THE UNITED STATES (*Civilian Employee Only*). The Foreign Service as constituted under the Foreign Service Act of 1980 ([P. L. 96-465](#)).

FORMER CANAL ZONE AREA. Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the [Panama Canal Treaty of 1977](#) and related agreements as described in section 3(a) of the [Panama Canal Act of 1979](#).

FUND-APPROVING OFFICIAL (*Civilian Employee Only*). One who provides the accounting data for authorized/approved travel orders or order amendments.

FUNDING ACTIVITY (*Civilian Employee Only*). The command or organization whose funds pay for the travel.

GEOGRAPHICAL LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of HI and AK and each U.S. territory or possession, are separate geographical localities.
3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTROLLED QUARTERS. QTRS (other than GOV'T QTRS or privatized housing) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

GOVERNMENT CONVEYANCE

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does not Include:

1. A GOV'T owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D). See [52 Comp. Gen. 936 \(1973\)](#)

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-a9b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

GOVERNMENT FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT FURNISHED VEHICLE. A GOV'T furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$10.15/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$11.85/day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2014 to 31 December 2014.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/MESS**.

GOVERNMENT PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS (GOV'T QTRS)

***NOTE:** Privatized housing, of any style or type and in any location, is not GOV'T QTRS. See par. U10010-C for an exception as part of a Navy test.*

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities (other than privatized housing) on a **U.S. INSTALLATION** if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

GOVERNMENT SPONSORED CONTRACTOR ISSUED TRAVEL CHARGE CARD. See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC). The 'Best Value' cost the GOV'T would have paid for GOV'T procured HHG transportation.

GOVERNMENT TRANSPORTATION REQUEST (GTR)

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST**.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.*

GROUP MOVEMENT

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

HELPING VERB FORMS. The following usages apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

HIGHEST CONUS M&IE RATE. Effective for travel by car ferry on/after 1 October 2009: \$71.

HOME OF RECORD (HOR) (*Uniformed Member Only*)

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS) (*Uniformed Member Only*). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

HOUSEHOLD GOODS (HHG)

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR, par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR, par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

- b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
 - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
 - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
- e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
 - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - (2) No storage is required, and
 - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

B. CIVILIAN EMPLOYEE ([FTR, §300-3.1](#))

1. **General.** Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. **Weight Additive.** See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
 - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
 - d. Consumable goods for employees with PCS travel order to locations listed in APP F;
 - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
 - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
 - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
 - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no

higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- g. Boats (other than those in 3f above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - (2) No storage is required, and
 - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See **TRANSPORTATION, HHG.**

HOUSEHOLD GOODS WEIGHT ADDITIVE

- 1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
- 2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

HOUSE-HUNTING TRIP (HHT) (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

NOTE: *A domestic partner is not a spouse and cannot be authorized a HHT.*

IMMEDIATE FAMILY (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY**.

INCIDENTAL EXPENSES. See **PER DIEM**.

INTERVIEWEE (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

INACTIVE DUTY TRAINING (*Uniformed Member Only*)

1. Inactive duty that is:
 - a. Duty prescribed for an RC member by the Secretary Concerned, or
 - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
 - a. Unit training assemblies;
 - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

INDIVIDUALLY BILLED ACCOUNT (IBA). See **GOVERNMENT TRAVEL CHARGE CARD**

INVITATIONAL TRAVEL. See **TRAVEL, INVITATIONAL**.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

INITIAL ACTIVE DUTY TRAINING (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service issuances.

KEY BILLET (*Uniformed Member Only*) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is:
 - a. Joint Chiefs of Staff, PDUSD(P&R), or
 - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

LAST DUTY STATION (*Uniformed Member Only*). For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office website](#).

LODGING IN KIND (*Uniformed Member Only*). Lodging provided by the GOV'T without cost to the member.

'LODGING PLUS' COMPUTATION METHOD. The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

MEMBER, UNIFORMED SERVICES

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

MISCELLANEOUS CHARGE ORDER (MCO)

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

MISSING STATUS. The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (JFTR, par. U3045 and JTR, par. C3045),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

MOBILE HOME

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
 - a. house trailer,
 - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
 - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*). Dependents not authorized/approved to reside with a member at an OCONUS location.

NON-FOREIGN OCONUS AREA. The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

OCONUS

- A. Locations outside the continental U.S. (CONUS).
- B. **Civilian Employee Only.** For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, see the [Defense Travel Management Office website](#).

OFFICIAL STATION. See **PERMANENT DUTY STATION**.

OFFICER (*Uniformed Member Only*). A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and its use is restricted to economy/coach travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

- a. Other than economy/coach transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
 - a. Is *not* covered in the locality per diem lodging ceiling, but
 - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
 - a. **UNIFORMED MEMBER.** See APP G for reimbursement of fees and tips incurred at transportation terminals.);

- b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;
3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and/or pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
 - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2/day; or
 - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry cleaning and/or pressing of clothing is **not a reimbursable expense** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

PER DIEM, REDUCED. See **REDUCED PER DIEM**.

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDTATAC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

PERMANENT CHANGE OF STATION (PCS)

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2240 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment or induction into the Service (regular or during emergency); and
 - e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

- a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. *When a reservation,*

station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2240. See JFTR, par. U2240 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

- (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

- a. The corporate limits of the city or town in which stationed, or;
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., *McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

2. For an invitational traveler:

- a. The corporate limits of the city or town in which the home or principal place of business is located, or
- b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., *McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft Campbell is in TN and KY), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS. ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. **NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).**

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. See ACCOMMODATIONS, PUBLIC.

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be, or to include, a city-pair airfare, and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See TERRITORIES AND POSSESSIONS OF THE UNITED STATES.

POST OF DUTY. PDS An OCONUS PDS.

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

UNIFORMED MEMBER ONLY:

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when JFTR, par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

PREMIUM CLASS (OTHER THAN ECONOMY/COACH). See **ACCOMMODATIONS**.

PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

NOTE: *The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.*

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC)

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3320-F/C3320-F.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
 - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
 - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).
2. Privatized housing *is not*:
 - a. GOV'T QTRS,
 - b. GOV'T-controlled QTRS, nor
 - c. Private sector housing.

PROCEED TIME (UNIFORMED MEMBER ONLY). A form of "administrative absence" (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e), which is authorized for members in certain PCS circumstances, as outlined in the referenced DoDI.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Member or Employee

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).

2. The following items are PBP&E:

a. Reference material not ordinarily available at the next PDS;

b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;

c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS ([DoDI 4650.02](#));

e. Individually owned or specially issued field clothing and equipment; and

f. GOV'T or uniformed service-owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

C. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment,

3. Office furniture,

4. Household furniture,

5. Shop fixtures,

6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),

7. Personal computer equipment and peripheral devices,

8. Memorabilia including awards, plaques or other objects presented for past performance,

9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,

10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

D. Member's Dependent Spouse

1. General

- a. *This weight allowance is not applicable to a civilian employee's dependent spouse.*
- b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions, and
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.

PROPORTIONAL MEAL RATE (PMR). The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

PUBLIC TRANSIT SYSTEM. A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RELOCATION SERVICE COMPANY (RSC). A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See JTR, Ch 5, Part K, for eligibility and limitations.
3. See **PERMANENT DUTY TRAVEL**.

REPEAT ORDER (UNIFORMED MEMBER ONLY). See **ORDER**.

RESERVE COMPONENT (RC). The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;

6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Lodging that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1015-C.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
 - a. Secretary of a Military Department,
 - b. Director of a Defense Component,
 - c. Director, Administration & Management for:
 - (1) Office of the Secretary of Defense,
 - (2) Washington Headquarters Services,
 - (3) Organization of the Joint Chiefs of Staff,
 - (4) Uniformed Services University of the Health Sciences,
 - (5) U.S. Court of Military Appeals, and
 - d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1015.

SECRETARY CONCERNED

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY). Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY). See **PERMANENT DUTY TRAVEL.**

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY). Cost of maid service and fee for electricity.

SERVICES. See **UNIFORMED SERVICES.**

SHORT DISTANCE MOVE

A. UNIFORMED MEMBER

1. A move:
 - a. Involving HHG drayage or shipment for a short distance between residences;
 - b. To or from a NTS facility in the member's PDS area;
 - c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
 - d. Incident to reassignment or PCS to a new PDS near the old PDS;
 - e. Between residences within a metropolitan area; or
 - f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.
2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. CIVILIAN EMPLOYEE. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. See **POV, SPARE PARTS.**

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm), and
2. All CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

SUBSISTENCE EXPENSES. The same items as those included under **PER DIEM ALLOWANCE**.

SUBSISTING OUT (UNIFORMED MEMBER ONLY). The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

TEACHER (CIVILIAN EMPLOYEE ONLY). A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS) (CIVILIAN EMPLOYEE ONLY). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY)

A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
 - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
 - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
 - c. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. There are four types of TDY travel:
 - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
 - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
 - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
 - d. Special Circumstances Travel. See JTR, Ch 7.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.
2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.
3. *Does not* include:
 - a. Facilities used primarily for rest and recuperation purposes, or
 - b. Unaccompanied officer and enlisted QTRS.

TEMPORARY STORAGE. See **STORAGE IN TRANSIT**.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).
2. Commonwealth of Puerto Rico

3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation (JFTR, par. U3040/JTR. par. C3040 and JFTR/JTR APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part E and JTR, Part E) for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

TRANSPORTATION REQUEST. A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF (CIVILIAN EMPLOYEE ONLY). A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL AUTHORIZATION/ORDER. See **ORDER**.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY). Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the GOV'T or employed (under [5 USC §5703](#)) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly

related to, or ICW, official GOV'T activities.

3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC)

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

TRAVEL MANAGEMENT SYSTEM (TMS). ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
 - a. Within/in the vicinity of a PDS;
 - b. To/from the actual residence to, from, or between PDSs; and
 - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
 - a. And delays for personal reasons/convenience,
 - b. By a circuitous route,
 - c. By transportation modes other than authorized/approved,
 - d. For additional distances, or
 - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. See **ORDER**.

TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY). A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.

4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

TRAVEL STATUS. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

UNACCOMPANIED BAGGAGE (UB). See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER (UNIFORMED MEMBER ONLY). A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES (U.S.). The 50 states and the District of Columbia.

UNUSUALLY ARDUOUS SEA DUTY (UNIFORMED MEMBER ONLY). Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY). All dates following the date an employee is separated from Federal Service.

U.S.-CERTIFICATED AIR CARRIER. A U.S. certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non .U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. See **U.S.-CERTIFICATED AIR CARRIER.**

U.S. INSTALLATION

1. A base, post, yard, camp or station:
 - a. Under the local command of a uniformed service,
 - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
 - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION**.

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. See **HOUSEHOLD GOODS-WEIGHT ADDITIVE**.

YEARS OF SERVICE (UNIFORMED MEMBER ONLY). Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: ACRONYMS (JFTR/JTR)

(C) means applicable only to JTR (U) means applicable only to JFTR

<u>Acronym</u>	<u>Meaning</u>
ADT	Active Duty for Training (U)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (U)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Contiguous United States
CONUS COLA	Contiguous United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services

<u>Acronym</u>	<u>Meaning</u>
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (<i>U</i>)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (<i>C</i>)
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (<i>U</i>)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
*ERD	*Early Return of Dependent
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (<i>C</i>)
FAM	Foreign Affairs Manual (<i>C</i>)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (<i>C</i>)
FHA	Federal Housing Administration (<i>C</i>)
FSH	Family Separation Housing (<i>U</i>)
FSH-B	Family Separation Housing – BAH Based Location (<i>U</i>)
FSH-O	Family Separation Housing – OHA Based Location (<i>U</i>)
FTA	Foreign Transfer Allowance (<i>C</i>)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (<i>C</i>)
FVT	Family Visitation Travel (<i>C</i>)
FWS	U.S. Fish and Wildlife Service (<i>C</i>)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
GOV	Government owned vehicle
GOV'T	(U.S.) Government

<u>Acronym</u>	<u>Meaning</u>
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (<i>U</i>)
HHT	House Hunting Trip (<i>C</i>)
HOR	Home of Record
HOS	Home of Selection (<i>U</i>)
HP	Home Port (<i>U</i>)
HSTA	Home Service Transfer Allowance (<i>C</i>)
IADT	Initial Active Duty for Training (<i>U</i>)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
ICW	In Connection With
IDT	Inactive Duty Training (<i>U</i>)
IE	Incidental Expenses
IPCOT	In Place Consecutive Overseas Tour (<i>U</i>)
IRC	Internal Revenue Code (<i>C</i>)
IRS	Internal Revenue Service (<i>C</i>)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (<i>U</i>)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (<i>C</i>)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (<i>U</i>)
LPQ	Living Pattern Questionnaire (<i>U</i>)
LPS	Living Pattern Survey (<i>U</i>)
LWOP	Leave Without Pay (<i>C</i>)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Auxiliary Radio System
MCO	Miscellaneous Charge Order
MEA	Miscellaneous Expense Allowance (<i>C</i>)
MHA	Military Housing Area (<i>U</i>)
MIA	Missing in Action
MIHA	Move in Housing Allowance (<i>U</i>)

<u>Acronym</u>	<u>Meaning</u>
MILAIR	Military Aircraft
MSC	Military Sealift Command (C)
MTF	Military Treatment Facility
NIST	National Institute of Standards and Technology (C)
NMA	Non Medical Attendant
NOAA	National Oceanic and Atmospheric Administration (<i>same as USNOAA</i>)
*NSA	*National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Contiguous United States
OHA	Overseas Housing Allowance (U)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (U)
PHS	Public Health Service (<i>same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (U)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
QTRS	Quarters
R&R	Rest and Recuperative Leave
RAT	Renewal Agreement Travel (C)
RC	Reserve Component
RDD	Required Delivery Date (U)
RIT	Relocation Income Tax (C)
RPDCI	Retail Price Data Collection Instrument (U)
RSC	Relocation Service Company (C)
SDDC	(Military) Surface Deployment and Distribution Command

<u>Acronym</u>	<u>Meaning</u>
SEA	Subsistence Expense Allowance (<i>C</i>)
SECDEF	Secretary of Defense
SES	Senior Executive Service (<i>C</i>)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (<i>C</i>)
SR&R	Special Rest and Recuperative Absence (<i>U</i>)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty (<i>same as TDY</i>)
TCS	Temporary Change of Station (<i>C</i>)
TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
TEMDU	Temporary Duty (<i>same as TDY</i>)
TEMDUINS	Temporary Duty Under Instruction (<i>same as TDY</i>)
TLA	Temporary Lodging Allowance – OCONUS (<i>U</i>)
TLE	Temporary Lodging Expense – CONUS (<i>U</i>)
TMC	Travel Management Center (<i>same as CTO</i>)
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

BLANK PAGE

APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

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

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

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

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

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

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
charge on a non GTCC billing statement is reimbursable.				
2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion.				
3. Exchange Rates. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.				
4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.				
Conveyance, Government. When a GOV'T conveyance is authorized, reimbursement is authorized for allowable expenses incurred in operating the GOV'T conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When GOV'T supplies or facilities are not available, examples of allowable expenses are: <ol style="list-style-type: none"> 1. Gasoline and oil; 2. Parking fees; 3. Repairs; 4. Ferry fares; 5. Bridge, road or tunnel tolls; 6. trip insurance for travel in foreign countries (APP G, Insurance, Driving Related); 7. Guards; and 8. Storage fees. 		X		X
Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC <ol style="list-style-type: none"> 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO. 3. Chip/PIN Card Issue Fee. Reimbursable when authorized/approved by the AO. 	X	X	X	X
See Merchant Surcharge				
Guide Services. Reimbursable when authorized/approved by the AO.		X		X
*Insurance, Driving Related. Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance, POC, or rental car.		X		X

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

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

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
<p>6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel.</u> These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (USCIS Form I-551). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. GOV'T empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. <u>Legal Service Fees.</u> Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p> <p>8. <u>Medical Expenses.</u> Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP.</p> <p>9. <u>Passport Fees.</u> An official traveler ordinarily travels on a no fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>10. <u>Physical Examination Fees.</u> These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Order for Visas and Physical Examinations.</u> An order should be issued to authorize/approve (JFTR/JTR, pars. U2210/C2210 and JTR, APP I2)) travel and transportation at GOV'T expense to:</p> <p>a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</p> <p>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</p> <p>12. <u>Travel Not Required.</u> Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>				
<p>Personal Expenses. <i>Personal expenses are NOT reimbursable.</i> These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation ticket fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</p>				
<p>Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.</p>	X		X	
<p>Phone Calls (Official)</p> <p>1. The AO:</p> <p>a. May determine certain communications to a traveler's home/family are official and are reimbursable (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary) and should limit these communications to a dollar amount in advance of TDY,</p> <p>b. May determine certain communications to reserve lodgings are official and are reimbursable, and</p> <p>c. May approve charges after TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998).</p> <p>2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</p>		X		X
<p>Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				

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

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

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

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. *JFTR/JTR contents do not apply to contractors or their employees at FEML locations.*

C. Authorized Period. A location shown is 'authorized' until removed from the list (regardless of the recertification date shown next to the destination). JFTR, par. U7000 (uniformed member) and JTR, par. C7000 (DoD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjfr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Washington Dulles International Airport	27 May 2012
*Angola, Luanda	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
Argentina, Buenos Aires	SOUTHCOM	Miami	15 Jun 2013
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	28 Sep 2012
Bahrain, Manama	CENTCOM	Baltimore	1 May 2013
Bangladesh, Dhaka	PACOM	Honolulu	15 Feb 2013
*Barbados, Bridgetown	SOUTHCOM	Miami	15 Jun 2013
	*USPHS		*15 Jun 2015
Belize, Belmopan	SOUTHCOM	Miami	15 Jun 2013
Benin, Cotonou (USPHS members only; eff 20 Dec 2012)	USPHS	Baltimore	*31 Jan 2015
Bolivia, La Paz	SOUTHCOM	Miami	15 Jun 2013
Bosnia, Sarajevo	EUCOM	Baltimore	10 Apr 2014
*Botswana, Gaborone	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Brazil			
Brasilia	SOUTHCOM	Miami	15 Jun 2013
Rio de Janeiro	SOUTHCOM	Miami	15 Jun 2013
Sao Paulo	SOUTHCOM	Miami	15 Jun 2013
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Washington Dulles International Airport	27 May 2012
*Cambodia, Phnom Penh	PACOM	Honolulu	15 Feb 2013
	*USPHS		*15 Feb 2015
*Cameroon, Yaoundé	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
Chad, N'djamena	AFRICOM	Washington Dulles International Airport	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	15 Jun 2013
China			
*Beijing	PACOM	Honolulu	15 Feb 2013
	*USPHS		*15 Feb 2015
Shanghai (<i>eff. 8 Jul 2011</i>)	PACOM	Honolulu	7 Jul 2013
Colombia, Bogota	SOUTHCOM	Miami	15 Jun 2013
Costa Rica, San Jose	SOUTHCOM	Miami	15 Jun 2013
*Cote D'Ivoire, Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (USCG members only)	USCG	Miami	31 Jan 2016
Cyprus, Nicosia	EUCOM	Baltimore	10 Apr 2014
*Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
Djibouti	AFRICOM	Baltimore	17 Apr 2013
*Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
	*USPHS		*15 Jun 2015
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	10 Apr 2014
*Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
	*USPHS		*27 May 2014
Fiji, Suva	PACOM	Honolulu	<i>15 Feb 2013</i>
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Georgia, Tbilisi	EUCOM	Baltimore	<i>28 Sep 2012</i>
*Ghana, Accra	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	*USPHS		*27 May 2014
Greece			
Athens	EUCOM	Baltimore	10 Apr 2014
Larissa	EUCOM	Baltimore	<i>28 Sep 2012</i>
Greenland, Thule 1/	EUCOM	Baltimore	09 Aug 2014
*Guatemala, Guatemala City	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	*USPHS		*15 Jun 2015
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
*Guyana, Georgetown	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	*USPHS		*15 Jun 2015
Haiti, Port au Prince	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Honduras, Tegucigalpa	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Hong Kong	PACOM	Los Angeles	<i>15 Feb 2013</i>
India			
Hyderaba (<i>eff 8 Jul 2011</i>)	PACOM	Honolulu	<i>7 Jul 2013</i>
*New Delhi	PACOM	Honolulu	<i>15 Feb 2013</i>
	*USPHS		*15 Feb 2015
Indonesia, Jakarta	PACOM	Honolulu	<i>15 Feb 2013</i>
Iraq (<i>eff 2 May 2011</i>)	CENTCOM	Baltimore	<i>1 May 2013</i>
Israel, Tel Aviv	EUCOM	Baltimore	<i>28 Sep 2012</i>
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Jordan, Amman	CENTCOM	Baltimore	<i>1 May 2013</i>
*Kazakhstan, Astana	CENTCOM	Baltimore	<i>1 May 2013</i>
	*USPHS		*1 May 2015
*Kenya, Nairobi	AFRICOM	Baltimore	<i>17 Apr 2013</i>
	*USPHS		*17 Apr 2015
Kosovo, Pristina (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	<i>28 Sep 2012</i>
Kuwait	CENTCOM	Baltimore	<i>1 May 2013</i>
*Kyrgyzstan, Bishkek	CENTCOM	Baltimore	<i>1 May 2013</i>
	*USPHS		*1 May 2015

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Laos, Vientiane	PACOM	Honolulu	<i>7 Jul 2013</i>
Latvia, Riga	EUCOM	Baltimore	9 Aug 2014
Lebanon, Beirut	CENTCOM	Baltimore	<i>1 May 2013</i>
Lesotho, Maseru <i>(USPHS only, eff 26 Nov 2013)</i>	*USPHS	Baltimore	<i>*31 Jan 2015</i>
Liberia, Monrovia <i>(eff 12 Sep 2008)</i>	AFRICOM	Baltimore	<i>27 May 2012</i>
Libya, Tripoli	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Lithuania, Vilnius	EUCOM	Baltimore	10 Apr 2014
Macedonia, Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	10 Apr 2014
Madagascar, Antananarivo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Malawi, Lilongwe (USPHS members only)	USPHS	Baltimore	<i>*31 Jan 2015</i>
Malaysia, Kuala Lumpur	PACOM	Sydney	<i>15 Feb 2013</i>
*Mali, Bamako	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	*USPHS		<i>*27 May 2014</i>
Malta, Valletta <i>(eff 29 Sep 2010)</i>	EUCOM	Baltimore	<i>28 Sep 2012</i>
Mauritania, Nouakchott	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Mexico, Mexico City	NORTHCOM	San Antonio	<i>27 Sep 2012</i>
Moldova, Chisinau	EUCOM	Baltimore	10 Apr 2014
Mongolia, Ulaanbaatar	PACOM	San Francisco	<i>15 Feb 2013</i>
Montenegro, Podgorica	EUCOM	Baltimore	10 Apr 2014
Morocco, Rabat	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
*Mozambique, Maputo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	*USPHS		<i>*27 May 2014</i>
Myanmar, Rangoon	PACOM	Honolulu	<i>15 Feb 2013</i>
*Namibia, Windhoek	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	*USPHS		<i>*27 May 2014</i>
Nepal, Katmandu	PACOM	Honolulu	<i>15 Feb 2013</i>
Nicaragua, Managua	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Niger, Niamey	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
*Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	*USPHS		<i>*27 May 2014</i>
Oman, Muscat	CENTCOM	Baltimore	<i>1 May 2013</i>
Pakistan, Islamabad	CENTCOM	Baltimore	<i>1 May 2013</i>
Panama, Panama City	SOUTHCOM	Miami	<i>15 Jun 2013</i>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea (<i>eff 22 Jul 2011</i>)	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
*Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown (<i>eff 18 Apr 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
*South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
Spain, Albacete (<i>eff 11 Apr 2012</i>) FOR PERSONNEL ASSIGNED TO LOS LLANOS AIR BASE	EUCOM	Baltimore	10 Apr 2014
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum (<i>eff 18 April 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
*Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
	*USPHS		*1 May 2015
*Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
	*USPHS		*27 May 2014
Thailand, JUSMAGTHAI (<i>eff 21 Jan 2009</i>)			
*Bangkok	PACOM	Honolulu	15 Feb 2013
	*USPHS		*15 Feb 2015
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili (<i>eff 20 June 2012</i>)	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	EUCOM	Baltimore	10 Apr 2014
Turkmenistan, Ashgabat	CENTCOM	Baltimore	1 May 2013
*Uganda, Kampala	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
*Ukraine, Kiev	EUCOM	Baltimore	10 Apr 2014
	*USPHS		*10 Apr 2016
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	1 May 2013
Uruguay, Montevideo	SOUTHCOM	Miami	15 Jun 2013
Uzbekistan, Tashkent	CENTCOM	Baltimore	1 May 2013
Venezuela, Caracas	SOUTHCOM	Miami	15 Jun 2013
*Vietnam, Hanoi	PACOM	Honolulu	15 Feb 2013
	*USPHS		*15 Feb 2015
Yemen, Sana'a	CENTCOM	Baltimore	1 May 2013
*Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014
*Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	27 May 2012
	*USPHS		*27 May 2014

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.