

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 582****1 APRIL 2014**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 April 2014 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

ANTHONY J. STAMILIO

Acting Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

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

NORMA L. INABINET

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

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

CAP 21-14(I)/MAP 21-14(I) -- GMR Computations. Updates JFTR/JTR GMR computation examples to reflect the correct CY 2014 meal rates that are effective 1 January 2014. The Standard GOV'T meal rate is \$11.85 and \$10.15 is the Discount GOV'T meal rate. Affects par. C4440-E, Example 2.

CAP 47-14(I) -- Delete Paragraph C5125-F Student Dependent Travel to Attend School. Deletes the subject paragraph as student dependent travel allowances to attend school are IAW the DSSR. Affects Ch 5, TOC and par. C5125-F.

CAP 49-14(I) -- Add The Term "Domestic Partner" Where Omitted. Adds the term "domestic partner" to the JTR in areas where previously omitted. Affects pars. C4950-A and C5125-B.

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

Web Link Updates. Web link updates made to pars. C3625-D and C3660-C. No UTD issued.

Table of Contents Updates. Table of contents updated to correctly reflect current par. titles and numbers. Affects Table of Contents for Chs 1, 2 3, 5, 6, and APP O. No UTD issued.

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JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 582

1 APRIL 2014

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

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Part E	581	581	578	578	578	574	574	574	574	564	564	564	564	564
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Part H	574	574	574	574	574	574	574	574	574	558	558	558	558	558
Part I	580	580	580	574	574	574	574	574	574	568	568	568	568	568
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	574	574	574	574	574	574	574	574	574	558	558	558	558	558
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Part C	574	574	574	574	574	574	574	574	574	566	566	566	566	566
Part D	581	581	574	574	574	574	574	574	574	573	570	570	570	566
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	582	581	574	574	574	574	574	574	574	570	570	570	570	566
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Part H	582	574	574	574	574	574	574	574	574	558	558	558	558	558
Part I	558	558	558	558	558	558	558	558	558	558	558	558	558	558
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Part D	582	580	580	576	576	576	576	572	572	572	572			
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Part F	580	580	580	572	572	572	572	572	572	572	572			
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Part B	580	580	580	577	577	577	576	571	571	571	571	571	570	566
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Part D2	580	580	580	574	574	574	574	574	574	573	556	556	556	556
Part D3	581	581	573	573	573	573	573	573	573	573	563	563	563	563
Part D4	571	571	571	571	571	571	571	571	571	571	571	571	558	558
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Part E2	578	578	578	578	578	571	571	571	571	571	571	571	564	564
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Part F	559	559	559	559	559	559	559	559	559	559	559	559	559	559
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Part L2	573	573	573	573	573	573	573	573	573	573	540	540	540	540
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Part L4	527	527	527	527	527	527	527	527	527	527	527	527	527	527
Part L5	571	571	571	571	571	571	571	571	571	571	571	571	551	551
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Part P2	554	554	554	554	554	554	554	554	554	554	554	554	554	554
Part P3	554	554	554	554	554	554	554	554	554	554	554	554	554	554
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Part A	578	578	578	578	578	571	571	571	571	571	571	571	567	567
Part B	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part C1	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part C2	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part C3	563	563	563	563	563	563	563	563	563	563	563	563	563	563
Part C4	576	576	576	576	576	576	576	542	542	542	542	542	542	542
Part C5	577	577	577	577	577	577	569	569	569	569	569	569	569	569
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Part B	576	576	576	576	576	576	576							
Part C	576	576	576	576	576	576	576							
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Part E	576	576	576	576	576	576	576							
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Part F2	576	576	576	576	576	576	576							
Part G	576	576	576	576	576	576	576							
Part H	576	576	576	576	576	576	576							
Part I	576	576	576	576	576	576	576							
Part J	576	576	576	576	576	576	576							
Part K	576	576	576	576	576	576	576							
Part L	576	576	576	576	576	576	576							
Part M	576	576	576	576	576	576	576							
Part N	576	576	576	576	576	576	576							
Part O	576	576	576	576	576	576	576							
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Part 2	572	572	572	572	572	572	572	572	572	572	572	571	569	569
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Part 2A	570	570	570	570	570	570	570	570	570	570	570	570	570	570
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Part 2	577	577	577	577	577	577	577	577	577	577	577	577	577	577
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Part 2	577	577	577	577	577	577	577	577	577	577	577	577	577	577
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Part2	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part3	582	563	563	563	563	563	563	563	563	563	563	563	563	563
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C3500 GENERAL

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

1. Restricted Airfare

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

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

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

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

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

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

C. Personally Procured Transportation. See par. C3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T/GOV'T procured transportation under this Part.

D. RESERVED

E. Scheduling Travel

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

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

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

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

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

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

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

H. Decision Support Tools

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

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

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

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

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.
2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations (par. C2000).

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

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

N. Less Than Minimum Standards. Less than minimum standards may be authorized IAW par. C3005-G.

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.
2. Air is the usual transportation mode to/from OCONUS.
3. GOV'T/GOV'T procured air transportation should be used for travel to/from, and between OCONUS areas.

4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.
5. Par. C3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.
6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.
7. A traveler must make transportation arrangements IAW Ch 2, Part F.
8. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402.
9. Travel by GOV'T/GOV'T procured air transportation (unless medically inadvisable) is required for an:
 - a. Employee on TDY travel:
 - (1) To and from CONUS, or
 - (2) Between OCONUS duty points; and
 - b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

P. Air Travel Medically Inadvisable

1. General. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.
2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
3. Ship Transportation. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. C3660 for stateroom standards and required U.S. registry ship use.
4. Family Member's Medical Travel. Non availability of GOV'T/GOV'T procured air transportation does not apply for directing a traveler to use GOV'T/GOV'T procured transportation when a medical condition prevents a family member's travel by aircraft.

C3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED

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

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

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

C3510 AUTHORIZING/APPROVING OFFICIALS FOR 'OTHER THAN ECONOMY/COACH' AIR ACCOMMODATIONS DETERMINATIONS

A. Authorizing/Approving Officials. The officials listed below may authorize/approve 'other than economy/coach' use for a traveler/dependent if any of the criteria in par. C3515 or C3520 are met. See [DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003](#) and [OMB Bulletin 93-11, 19 April 1993](#).

	FIRST CLASS	BUSINESS CLASS
OSD and Defense Agencies	Administration and Management Director. <i>No further delegation.</i>	Administration and Management Director. May be delegated no lower than three star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four star major commanders or their three star vice/deputy commanders. <i>No further delegation.</i>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four star major commanders, three star deputy/vice commanders, or two star/civilian equivalent level. <i>No further delegation.</i>

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval *for their own business class travel* from the next higher approval authority. See par. C2110-I.

C3515 ECONOMY PLUS/COACH ELITE SEATING

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

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

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

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

C3520 BUSINESS CLASS AND FIRST CLASS

A. Restrictions and Limitations

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

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

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

3. Return Flight. On TDY travel:

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

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

5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEMLE, personnel evacuation,, RAT leave, EVT, or FVT since arrival/reporting time in these cases is not mission critical.

6. Aircraft has Only Two Classes of Service. If an aircraft has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business class by the airline and the tickets are fare coded as business class, then the front cabin is business class.

B. Exceptional Circumstances. Use of business/first class service must not be common practice and is used only under exceptional circumstances.

C. Authorized/Approved Circumstances for Business Class and First Class Use. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table. ***NOTE: If business class is available, the traveler may not be moved into first class even though both are shown. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.***

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

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</p> <p>c. A courier or control officer accompanying a controlled pouch/package.</p> <p><i>Business class should be used, if available.</i></p>		
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <p>a. Federal advisory committees,</p> <p>b. Special high level invited guests, and</p> <p>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV'T officials.</p> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p>X</p>	<p>X</p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p>X</p>	<p>X</p>
<p>7. <u>Transportation Payment by a Non Federal Source</u>. When a non-Federal source pays, in advance, for the transportation service.</p> <p>a. <i>For First Class Only</i>: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class.</p> <p>b. The travel order must state that transportation services have been paid, in advance, by a non-federal source.</p> <p>c. See the Joint Ethics Regulation (JER), DoD 5500.7-R.</p>	<p>X</p>	<p>X</p>
<p>8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under 31 USC §1108(g).</p>	<p>X</p>	<p>X</p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy/coach accommodations on non U.S. certificated carriers do not provide adequate sanitation/health standards.</p> <p>b. Non U.S. certificated carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. C3525 for rules governing U.S. certificated carrier use.</p>	<p>X</p>	<p>X</p>
<p>10. <u>Overall Saving to GOV'T</u>. When business class use results in overall saving to the GOV'T that would be incurred while awaiting economy/coach service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison</p>	<p>X</p>	

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	BUSINESS CLASS	FIRST CLASS
must be stated on the order.		
11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u> . a. <i>All</i> of the following criteria must be met: (1) Scheduled flight time is in excess of 14 hours (this includes non overnight airport stopovers and plane changes), and (2) Origin and/or destination is OCONUS, and (3) The mission is so unexpected and urgent it cannot be delayed/postponed, and (4) A rest period cannot be scheduled en route, or at the TDY site before starting work. b. The authorizing/approving official must state on the order: (1) When the TDY travel was identified, and (2) When travel reservations were made, and (3) The cost difference between economy/coach class and business class.	X	
12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA</u> . Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the GOV'T's interest.	X	

C3525 U.S. CERTIFICATED AIR CARRIER USE

A. Code Share Flights

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

B. Non U.S. Certificated Air Carriers

1. A Uniformed Service member, DoD civilian employee, and dependent is required to use available U.S. certificated carriers for all official commercial air transportation as indicated in par. C3500.
2. A Uniformed Service member, DoD civilian employee, or a dependent may not be authorized to travel by non U.S. certificated air carrier if a U.S. certificated air carriers is available.
3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non U.S. certificated air carriers between two places in foreign areas even if U.S. certificated air carriers are available. This authority does not apply to a Uniformed Service member, DoD civilian employee, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

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

D. Requirements

1. Available U.S. certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).
2. Except as provided in par. C3525-F, U.S. certificated air carrier service is available if the:
 - a. Carrier performs the required commercial air transportation, and
 - b. Service accomplishes the mission, even though:
 - (1) A comparable/different kind of service by a non U.S. certificated air carrier costs less, or
 - (2) Non U.S. certificated air carrier service is preferred by the service/traveler,
 - (3) Non U.S. certificated air carrier service is more convenient for the service/traveler, or
 - (4) The only U.S. certificated air carrier service available ([49 USC §40102](#)) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen. 629 \(1977\)](#)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S. certificated carrier is available over the direct route.
2. U.S. certificated air carrier service is not available when one of the following exceptions exists:
 - a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. GOV'T and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No Service on a Flight Segment. No U.S. certificated air carrier provides service on a particular flight segment, in which case non U.S. certificated air carrier service may be used, but only to/from the *nearest* interchange point on a usually traveled route to connect with a U.S. certificated air carrier service.
 - c. Involuntarily Rerouting. A U.S. certificated air carrier involuntarily reroutes a traveler on a non U.S. certificated air carrier. If given a choice to substitute service, the traveler should select a U.S. certificated air carrier, if it does not unduly delay the travel ([59 Comp. Gen. 223 \(1980\)](#)).

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

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

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

e. Travel Time

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

(4) Examples

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

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

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

- f. AO Determination. The AO determines that a U.S. certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- g. Medical Reason. Non U.S. certificated air carrier use is necessary for a medical reason, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- h. Traveler Safety
- (1) Non U.S. certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).
 - (2) Approval based on an unreasonable safety risk must be in writing, on a case by case basis. Determination and authorization/approval of non U.S. certificated air carrier use based on a threat against a U.S. certificated air carrier must be supported by a travel advisory notice issued by the FAA and the DoS.
 - (3) Determination and authorization/approval of non U.S. certificated air carrier use based on a threat against GOV'T employees/other travelers must be supported by threat evidence.
- i. Only First Class Available. Only first class accommodations can be furnished by a U.S. certificated air carrier but less than first class accommodations are available on a non U.S. certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).
- j. Excess Per Diem Cost. When the total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours of per diem costs in excess of the per diem cost incurred if a non U.S. certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).
- k. Travel between Midnight and 6 a.m.
- (1) The only U.S. certificated air carrier service between foreign OCONUS points requires:
 - (a) Boarding/exiting the carrier between midnight and 6 a.m., or
 - (b) Travel between midnight and 6 a.m.,and a non U.S. certificated carrier is available that does not require travel at those hours.
 - (2) The traveler may travel by non U.S. certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. certificated air carrier ([56 Comp. Gen. 629 \(1977\)](#)).
- l. Transportation Paid by a non Federal Source. A non U.S. certificated carrier may be used when transportation is paid for by a non Federal source, IAW the [Joint Ethics Regulation \(JER\), DoD 5500.07-R](#), or service regulations for non DoD Services.

F. Non Availability Documentation

1. Non U.S. certificated air carrier use may be authorized/approved when the AO determines a U.S. certificated air carrier is unavailable based on par. C3525-E criteria.
2. Documentation explaining why U.S. certificated air carrier service is not available must be provided to the traveler.
3. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable.

4. The documentation should include the:
 - a. Traveler's name,
 - b. Non U.S. certificated air carrier(s) used,
 - c. Flight identification number(s),
 - d. Origin, destination and en route points,
 - e. Date(s),
 - f. Justification, and
 - g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

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

2. Schedule Selection. The following example applies par. C3525-G1a when selecting a schedule.

3. Example

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

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

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

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

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

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

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

C3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES

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

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

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

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

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

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

D. Air Evacuation Required for Medical Reasons

1. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines it is necessary for an employee's medical evacuation.
- *2. Employee Medical Transportation. See par. C7140 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
3. Dependent Medical Transportation. See par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

PART G: TRAIN TRANSPORTATION

C3600 GENERAL

A. Policy. A traveler must:

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

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

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

C3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

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

C3610 SLUMBER COACH

Slumber coach includes:

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

C3615 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS

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

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

C3620 AO AUTHORITY

The AO can authorize/approve the following:

1. Coach Class. Any 'standard' economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. CONUS Train Service
 - a. Travel by extra fare trains, in CONUS (AMTRAK Acela and Metroliner), may be authorized/approved when to the GOV'T's advantage and/or required for security reasons.
 - b. Extra fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train.
 - c. An extra fare train, authorized/approved by the AO, is to the GOV'T's advantage.
 - d. No further agency authority is needed.
 - e. If the lowest class available is first class, the AO must comply with par. C2110 requirements for 'other than economy/coach' travel.
 - f. "Coach" class is the lowest available class on Amtrak Regional trains.
 - g. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW par. C3625 ([CBCA 2046-TRAV, 20 October 2010](#)).
3. OCONUS Train Service
 - a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage, or is required for security reasons.
 - b. The lowest class available is to the GOV'T's advantage and no further agency authorization/approval is needed.
 - c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. C2110 requirements for 'other than economy/coach' transportation annotation on the travel order.
 - d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO may authorize the lowest-class accommodations (even if that is called 'first class') that have assigned seating.
 - e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. C3625.

C3625 'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS

- A. Authorizing/Approving Official. The 'other than economy/coach' authorizing/approving official in par. C3510 may authorize/approve the 'other than economy/coach' train accommodations.
- B. Requirements. See par. C2110-F.
- C. Decision Support Tool and Procedures. See APP H.

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

1. Coach Class Accommodations Are Not Reasonably Available. “Reasonably available”:
 - a. Means available coach class accommodations scheduled to:
 - (1) Leave within the 24-hour period before the traveler's proposed departure time, or
 - (2) Arrive within the 24-hour period before the traveler's proposed arrival time.
 - b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.
 - c. ***Does not include*** accommodations with a scheduled:
 - (1) Arrival time later than the required reporting time at the duty site, or
 - (2) Departure time earlier than the traveler is scheduled to complete the duty.
2. Medical Disability/Special Need
 - a. Authorization/Approval. See par. C2110-J and APP H4.
 - b. Disability/Special Need
 - (1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. C2110-J and APP H.
 - (2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.
 - (3) If the disability/special need is a lifelong condition, a certification statement is required every two years.
 - (4) A certification statement must include:
 - (a) A written statement by a competent medical authority stating special accommodation is necessary;
 - (b) An approximate duration of the special accommodation need; and
 - (c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.
 - c. Attendant. If an accompanying attendant is authorized IAW par. C7170 and the attendant’s services are required en route, the attendant may be authorized/approved to use the same ‘other than economy/coach’ accommodations.

3. Exceptional Security Circumstances

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

b. Examples are:

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

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

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

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

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

PART H: COMMERCIAL SHIP TRANSPORTATION

C3650 GENERAL

- A. Directed Transportation. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as in par. C3655-A.
- B. Car Ferry Travel. See par. C3700.
- C. Reimbursement without Authorization/Approval. Reimbursement for unauthorized/unapproved transoceanic ship transportation is based on constructed air transportation costs.
- D. Authorization/Approval Exception. The following do not require authorization/approval;
1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized.; and
 2. Upgrades at no cost to the GOV'T.

C3655 AUTHORITY

- A. General. Commercial ship use may be authorized/approved by the AO when the travel can be:
1. Completed only by ship.
 2. Performed more economically or efficiently by ship.
- B. Medical. See par. C2110-J for medical authorization/approval exceptions.

C3660 ACCOMMODATIONS

A. General. A traveler and/or dependents authorized to travel by ship at GOV'T expense must use the least costly room accommodations. More costly accommodations at GOV'T expense must be authorized/approved IAW par. C3660-C.

B. Room Rate. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is ordinarily charged 1.5 times the per person rate when not sharing the room.

*C. More Costly Ship Accommodations Use ([OMB Bulletin 93-11, 19 April 1993](#))

1. Authorization/Approval. More costly accommodations at GOV'T expense may be authorized/approved:
 - a. Under the circumstances specified in par. C3660-C1 and IAW par. C3510-A.
 - b. When less costly accommodations are not available.
 - c. When medical reasons require the more costly accommodations. See par. C2110-J.
 - d. When there are exceptional security requirements. Examples are:
 - (1) A traveler/dependent whose use of less costly accommodations would entail danger to the traveler's/dependent's life or GOV'T property.
 - (2) Protective detail agent accompanying an individual authorized to use more costly

accommodations.

(3) A courier and/or control officer accompanying a controlled pouch/package and adequate lower cost accommodations are not available.

2. Authorization/Approval Requirements. Authorization for more costly ship accommodations use at GOV'T expense should be received in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the traveler must request written approval from the appropriate authority at the earliest possible time. See par. C2110.

C3665 U.S. REGISTRY SHIP

A. General

1. A U.S. registry ship must be used except as in par. C3665 ([46 USC §55302](#)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay ([57 Comp. Gen. 546 \(1978\)](#)).

2. When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship ([B-190575, 1 May 1978](#)).

B. U.S. Registry Ship Use Impracticable

1. When U.S. registry ship use would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use.

2. Required documentation explaining why a U.S. registry ship is impracticable (par. C3525-F) must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

C. U.S. Registry Ship Unavailable

1. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use.

2. Documentation required by par. C3525-F is used to explain why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

D. Determination Required. The authorizations/approvals referred to in par. C3665 must not be based on:

1. Inconvenience in securing transportation on a U.S. registry ship,

2. Short delays in awaiting transportation,

3. Arranging circuitous routes for traveler convenience, or

4. Similar reasons.

CHAPTER 4: TDY

PART A: GENERAL

C4000 JUSTIFICATION

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

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

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

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

C4005 TDY ASSIGNMENT SELECTION

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

C4010 WHAT CONSTITUTES TDY TRAVEL

TDY travel includes the following:

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

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

C4015 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS

A. Advance Notice

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

B. Clearances

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

C. Requirements

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

C4020 EFFECT OF ABSENCE ON PER DIEM PAYMENT

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

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

C. Leave and Non Workday

1. General. An employee is:

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

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

3. Per Diem

a. Authorized. Per diem is authorized:

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

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

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

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

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

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

F. Delay in Returning to PDS

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

G. TDY Assignment Abandoned or Not Completed

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

C4025 TDY PRIOR TO REPORTING TO THE FIRST PDS

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

PART D: TRAVEL

C4400 GENERAL

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

B. Transportation

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

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

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

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

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

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

C4405 ACTUAL TRAVEL TIME

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

C4410 STARTING AND ENDING TRAVEL

A. General

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

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

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

a. Ship staterooms, and

b. Train sleeping cars.

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

5. If a traveler is required to travel overnight (2400-0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. C4415-C and C4415-D).

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

7. The AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
8. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
9. A traveler should be scheduled for departure in time for an en route rest stop or an overnight rest period at the destination, under the circumstances in pars. C4415-B and C4415-C.
10. A traveler should identify travel requirements in sufficient time (if known) to arrange coach class accommodations.
11. The AO must carefully review requests for first and business class accommodations to determine if mission needs allow for a change in travel dates to support a lower class accommodation.

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

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

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

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

C4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

A. General. When scheduling flights of 14 or more hours (par. C3520-C11):

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

B. En Route Rest Stop/ TDY Point Rest Period

1. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant, and must not be automatic.
2. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements.
3. See par. C3030 for scheduled travel.
4. See par. C4415-A for rest periods.
5. An en route rest stop/TDY point rest period:
 - a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.
 - b. May only be authorized when travel is to the TDY site.
 - c. Must not be authorized for the return flight if the traveler can rest before reporting back to work.

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
 - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
 - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See par. C4410-A regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
 - a. The origin or destination is OCONUS; and
 - b. Travel is by a usually traveled route; and
 - c. Travel is by less than first/business class accommodations; and
 - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non overnight time spent at airports during plane changes*.
3. Flight Length
 - a. The flight length (14, 20, 30, 40 hours)" is not sufficient justification to authorize/approve an en route rest stop.
 - b. Flight length justification must include that the TDY mission was so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before starting work.
 - c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.
 - d. When using flight length to justify a rest stop, the order must clearly state when the TDY travel was identified and when travel reservations were made.

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

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

1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS the flight(s) between two duty points, including scheduled non overnight time spent at airports during plane changes.
2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first/business accommodations; or
4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. C4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.

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

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

C4420 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. If travel is by vehicle, authorized travel time is computed under par. C3025-C.

C4425 MIXED MODES TRAVEL

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. C3010), partly by POC and partly by common carrier, is computed IAW par. C3025-E or C4765.

C4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION

A. Authorization/Approval

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

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

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

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

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

C4435 RETURN TO PDS DURING EXTENDED TDY

A. General

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

B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (APP G) that would have been allowable had the traveler remained at the TDY location (B-200856, 3 August 1981; and B-214886, 3 July 1984).
2. Return travel must be authorized/approved and included in the travel order/voucher. *This travel is an exception to the policy of scheduling travel during regular duty hours.* Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. C4440.
4. An employee, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)).

5. Computation Examples

a. Example 1

An employee is TDY from Location A to Location B (with a per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night.

The employee checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The employee pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is \$196 (\$149/ \$47), the employee is limited to \$122/night for lodging (and lodging tax on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday.

This is because the Location B rate is \$173 (\$122/ \$51) and the employee is being paid per diem that would have been paid (max \$122/ \$51) had the employee remained in Location B.

The employee's lodging tax in Location C each night is limited to \$14.64 per night (12% of \$122).

The employee is reimbursed up to \$29.28 for lodging tax while in Location C.

The employee is not authorized any TDY mileage for driving between Locations B and C.

b. Example 2

An employee TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/ \$51)) at which the employee is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$32 PMR based on the use of 1 or 2 GOV'T meals daily.

The employee drives to Location Z on Friday night and returns to Base Y Sunday night.

The employee checks out of the Base Y QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights.

The employee paid \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is \$128 (\$79/ \$49) the employee is paid \$75/night for lodging and reimbursement of Location Z lodging taxes (\$18 for both nights) and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (NTE \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Base Y.

The fact that the employee was using GOV'T QTRS and 1 or 2 GOV'T meals per day has no effect on the employee's M&IE on days when not using those meals.

The employee is not authorized any TDY mileage for driving between Locations Y and Z.

c. Example 3

An employee TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), at which the employee is staying with a friend and incurring no lodging costs.

The employee drives to Location F on Friday night and returns to Location E Sunday night.

The employee stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night.

Even though the Location F per diem rate is \$113 (\$70/ \$43), the employee is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Location E.

The fact that the employee was staying with a friend has no effect on the employee's per diem on days when not staying with the friend.

The employee is not authorized any TDY mileage for driving between Locations E and F.

C. Lodging Retained at TDY Location during Authorized Return

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

- a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
- b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and
- c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

2. Reimbursement

- a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.
- b. See APP G for reimbursable expenses.

C4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS

A. General. A TDY traveler may voluntarily return to the PDS/residence from which the traveler commutes daily to the PDS during non duty hours or authorized leave periods.

B. Authorized Allowances. The maximum reimbursement allowable for round trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location. There is no per diem or AEA while at the PDS.

C. Allowances Not Authorized

1. No per diem is credited for any day the traveler is in a leave status.
2. Lodging tax is not included in the constructed cost for a CONUS/non foreign OCONUS location as it is a reimbursable expense (APP G). FOREIGN AREA lodging tax is not a reimbursable expense.

D. Lodging Retained at TDY Location. All costs for lodging retained at the TDY location during a voluntary return is the traveler's financial responsibility.

E. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per pars. C3210-D).

NOTE: The per diem, TDY mileage, and GMR used in these examples are for illustrative purposes and may not reflect current rates. See par. C2600 for the current TDY mileage rate; par. C2605 for the current MALT rate; and APP A for the GMR.

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

<p>A traveler performs TDY (not at a U.S. INSTALLATION) and returns to the PDS during the TDY period on the weekend for personal reasons.</p> <p>The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).</p> <p>AEA is not authorized.</p> <p>Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.</p> <p>POC use between residence and TDY station is to the GOV'T's advantage and authorized on the order for one round trip.</p> <p>*The traveler is due \$1,497.00 (constructed cost since it is less than the actual cost for this example).</p> <p>AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).</p>			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
24 to 26 June	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
27 June	$\$46 \times 75\% =$		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
30 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*2 round trips of 650 miles (official distance) = 1,300 miles x \$.56/mile =			*\$ 728.00
Actual Cost Total			*\$1,662.00
CONSTRUCTED COST			
23 June	$\$65 + [\$46 \times 75\%] = \$65 + \$34.50 =$		\$ 99.50
24 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 9 \text{ days} =$		\$999.00
3 July	$\$46 \times 75\% =$		\$ 34.50
*1 round trip of 650 miles (official distance) x \$.56/mile =			*\$ 364.00
Constructed Cost Total			*\$1,497.00

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

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

*The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. C4200-B2) is \$10.15 plus \$5 IE for this example.

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

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

NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (pars. C4065 and C4080). The GMR rate used in the example is for illustrative purposes only – see APP A for the current GMR.

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	* $\$6 + \$10.15 + \$5 \text{ (IE)} =$		*\$ 21.15
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	* $\$6 + \$10.15 + \$5 \text{ (IE)} = \$21/\text{day} \times 2 \text{ days} =$		*\$ 42.30
16 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x \$.56/mile =			<u>\$414.40</u>
Actual Cost Total			*\$627.85
CONSTRUCTED COST			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	* $\$6 + \$10.15 + \$5 \text{ (IE)} = \$21.15/\text{days} \times 6 \text{ days} =$		*\$126.90
16 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 370 miles (official distance) x \$.56/mile =			<u>\$207.20</u>
Constructed Cost Total			\$409.10

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

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

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

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

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

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

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

5. Example 5. AEA Comparison

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

C4445 TRAVEL TO AN ALTERNATE LOCATION ON NON DUTY DAYS

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

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

B. Examples

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

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

C4450 RETURN TO PDS DIRECTED DURING NON WORKDAYS

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

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

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

C. Travel Order

1. Authorized Return. The AO must state in the travel order if the employee is:

- a. Required to return to the PDS on non workdays at GOV'T expense, or
- b. Authorized to return to the PDS at GOV'T expense during extended TDY.

2. Voluntary Return. Specific authority is not required in the travel order to allow the employee to voluntarily return to the PDS on non workdays or workdays after the close of business subject to a limitation on the per diem payment.

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CHAPTER 4: TDY

PART L: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS

C4950 ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER (FTR Part 301-11, Subparts E and F)

A. Purpose

1. ITRA reimburses an employee for additional Federal, State and/or local *income taxes* incurred by the employee (and spouse, if filing jointly) because of reimbursement/payment of certain travel and transportation expenses incident to an extended TDY assignment in one location.
2. ITRA does not reimburse the employee for the exact amount of the employee's tax liability.
- *3. A domestic partner is not a spouse and the employee cannot be reimbursed for additional Federal, State, and local income taxes incurred by the employee's domestic partner if a joint tax return is filed.

B. Reimbursement

1. An employee who was TDY for an extended period at one location, and who incurred Federal, State, and/or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITRA IAW [FTR, §301-11.501](#).
2. See [FTR, §301-11.535](#) or [§301-11.635](#) for ITRA reimbursement calculation examples.

C. Reimbursement Limitations

1. ITRA is limited to income taxes and does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). See GSBGA 15375-TRAV (4 December 2000) at <http://www.gsbca.gsa.gov/travel/t1537504.txt>.
2. Tax rules may differ by state and locality.

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SECTION C4: DEPENDENT PER DIEM RATES

C5125 DEPENDENT PER DIEM RATES

A. Travel En Route between an Employee's Old and New PDS

1. General

- a. Per diem is authorized for an employee's dependent direct travel between the old and new PDS when the employee is transferred and not for time spent at, or while traveling to/from a TDY location.
- b. *The prohibition on paying per diem for travel of 12 or fewer hours applies.*
- c. If the travel origin and/or destination is other than the old/new PDS, the per diem is NTE the amount authorized between the old and new PDSs.
- d. Par. C4555-B3 applies when the employee/dependent obtains lodging from friends/relatives.
- e. Per diem rates for a dependent are in pars. C5125-A2 through A4.

NOTE: Per diem may not be paid for dependents for circuitous travel to/from, or while at, an employee's TDY location.

2. Employee and Spouse/Domestic Partner Travel Together. When an employee and spouse/domestic partner travel together, the:

- a. Maximum per diem rate for the spouse/domestic partner is 75% of the employee's rate. See par. C4553.
- b. Minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse/domestic partner receives the same rate as the employee.

3. Spouse/Domestic Partner Travels Independently

a. Different Travel Dates. When an employee and spouse/domestic partner travel independently of each other, the

- (1) Maximum per diem rate for the spouse/domestic partner is the same as the employee's had they traveled together.
- (2) Employee's actual travel time and per diem rate are not factors in computing per diem for the spouse/domestic partner's travel.

b. Same Travel Dates. When more than one POC is used, the employee and spouse/domestic partner travel together when they travel on the same days along the same general route.

4. Dependent Other Than Spouse/Domestic Partner

a. Maximum Per Diem Rate. For each dependent other than a spouse/domestic partner the maximum per diem rate is:

- (1) 75% of the employee's per diem rate for a dependent age 12 or older; and
- (2) 50% of the employee's per diem rate for a dependent under age 12.

b. Minimum Per Diem Rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to GOV'T-Procured Air Transportation Cost. When a dependent's transportation cost is limited to GOV'T-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the GOV'T-procured air transportation.

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem incident to spouse traveling independently:

Dependent PCS Travel		
NOTE: See par. C5060-E3 for the current Standard CONUS per diem rate .		
*A spouse/domestic partner performed PCS travel from Location A, to Location B, in 10 days. The spouse/domestic partner traveled by POC, accompanied by the couple's 2-year old child. They departed the residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. C5060. The standard CONUS per diem rate is \$129 (\$83 \$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging-Plus' Method		
Maximum allowable per diem for 8 days x \$129/day (Standard CONUS per diem rate) =		\$ 1032.00
Day 1 (departure day)	\$58 (lodging) + [75% x \$46] =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Day 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + \$46/day x 6 days = \$276 =	\$ 622.00
Day 9	\$0 (lodging) + \$46 =	\$ 46.00
Day 10 (arrival day)	75% x \$46 =	\$ 34.50
Employee's (Spouse) per diem authorization =		\$ 841.00
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		\$ 420.50
Total amount payable to employee =		\$1,261.50
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/ \$46) par. C5060-E3.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$70/day + the M&IE rate (\$46) x 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the spouse is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$1032) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the \$841 due the employee.		

C. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;
2. Of an employee assigned OCONUS ICW RAT. See par. C5130 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.
3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. Authorized transportation to/from an employee's training location IAW par. C4630 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently pursuant to Ch 5, Part M to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. C4553.
2. Employee and Spouse Travel Together. When the employee and spouse travel together IAW Ch 5, Part M to house-hunt, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed using par. C4553.
3. Limitations. *A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.*

E. Evacuation Travel. When a dependent is evacuated, per diem is payable IAW Ch 6.

*F. RESERVED

G. Travel by Commercial Ship. Per diem is not authorized 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.

C5130 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, dependent travel per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. **Example 1**. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in HI. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (HI) PDS.
2. **Example 2**. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee, but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and MALT while en route.

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C6010	CONUS/NON-FOREIGN OCONUS AREA EVACUATION <ul style="list-style-type: none">A. Applicable RegulationsB. Authorizing/Ordering an EvacuationC. Authorized TransportationD. Limited EvacuationE. Per Diem/Subsistence Expense
C6015	SAFE HAVEN <ul style="list-style-type: none">A. OCONUS Foreign Area EvacuationB. CONUS/Non-Foreign OCONUS Area EvacuationC. U.S. EvacuationD. Limited Evacuation
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SECTION C5: DSSR, CH 600, EVACUATION PAYMENTS

C6200	DSSR, CH 600 – EPW EVACUATION PAYMENTS WORKSHEET
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PART D: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE U.S.

C6300	OPM REGULATIONS
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PART E: PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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

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

PART 1: DoD MEMBERS

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

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

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

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

Appendix Q1

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

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

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

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

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

Appendix Q1

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

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

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

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

Footnotes

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

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

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

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

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

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

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

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

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

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

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

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PART 3: DoD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

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

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

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

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

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,
2. Certain employees, and/or
3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, APP Q, Part IV, par. A.

E. Tour Lengths

NOTE: *Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.*

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Afghanistan		X			
Alaska					
Adak					X
Aleutian Islands					X
Isolated Mainland Bases					X
Kodiak Island					X
Ascension Island					X
Australia					
Northwest Cape		X			
Azores (See Portugal)		X			
Bahamas					
Andros Island		X			
Bahrain		X ¹⁸	X ²		
Bosnia-Herzegovina		X			
Banja Luka		X ⁹			

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
British Indian Ocean Territory					
Diego Garcia Island					X
Bulgaria			X ²		
Burma (See Myanmar)					
Cambodia					
Phnom Penh (<i>eff 06-21-10, Personnel assigned to NAMRU-2</i>)		X ¹			X ²
Canada					
Newfoundland & Labrador					
Gander					X
Argentia		X ¹	X ²		X
Northwest Territories					X
St. Anthony					X
Christmas Island					X
Commonwealth of the N. Mariana Islands					
Saipan		X			
Croatia		X			
Cuba					
Guantanamo Bay		X ¹			X ²
Democratic Republic of Congo (formerly Zaire)		X			
Diego Garcia (See British Indian Ocean Territory)					
Dominican Republic		X			
Egypt		X ¹			X ²
El Salvador			X ²		
Eniwetok (See Marshall Islands)					
Ethiopia					X
Finland (All locations outside Helsinki)		X			
Greece		X			
Greenland			X		
Guam		X			
Haiti		X ¹			X ²
Honduras			X ²		
Hong Kong		X			
Hungary (<i>eff 11-25-08</i>)					
Papa		X ¹		X ²	

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Iceland		X ⁴			X ^{2 6}
Indonesia					X ²
Iran (except as indicated below)					X
Isfahan		X			
Tehran		X			
Israel		X ¹	X ²		
Italy					
Sardinia (La Maddalena)		X ⁴	X ^{5 6}		
Sicily (Comiso and Ragusa)		X ⁴	X ^{5 6}		
Japan					
Iwo Jima					X
Kure		X ¹			X ²
Ryukyu Islands		X			
Wakkanai		X ¹			X ²
Johnston Atoll		X ⁴			X ^{2 6}
Jordan		X			
Korea (except as indicated below)	X ³	X ¹			X ²
Dongducheon (Camps Casey, Hovey, Mobile, and Castle)		X ¹			X ²
Uijongbu (Camps Jackson, Red Cloud, Stanley)		X ¹			X ²
Kuwait		X ¹			X ²
Kwajalein (See Marshall Islands)					
Laos		X			
Liberia		X ⁹			
Libya			X		
Mahe Island (See Seychelles)					
Marshall Islands					
Eniwetok					X
Kwajalein		X			
Mexico					
Coatzacoalcos		X ¹	X ^{2 6}		
Vera Cruz		X ¹	X ^{2 6}		
Midway Islands					X
Montenegro		X			
Morocco		X			
Myanmar		X			
Nigeria		X ¹			X ²

<u>Location</u>	<u>36-Month Tour</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Oman		X ¹			X ²
Pakistan (except as indicated below)			X10		
Islamabad					X ² ,10
Karachi					X ² ,10
Lahore					X ² ,10
Peshawar					X ² ,10
Panama		X			
Philippines		X			
Portugal					
Azores		X			
Puerto Rico		X			
Romania			X ²		
Qatar		X ¹			X ²
Russia					
Moscow		X			
Saudi Arabia		X ¹⁷			X ²
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X ¹			X ²
Turkey (except as indicated below)		X			
Cakmakli					X ²
Corlu					X ²
Diyarbakir					X ²
Izmir					X ²
Murs					X ²
Ortakoy					X ²
Sinop					X
Venezuela		X			
West Indies					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
Yemen, Republic of					

Sanaa					*X ^{2 11}
Zaire (See Democratic Republic of Congo)					

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

3/ For an area authorized a 36-month accompanied-by-dependents tour, an employee may accept a 36- or 24-month accompanied tour. All 36-month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

4/ For an employee on an initial service agreement authorized, and accompanied by, a dependent.

5/ For an employee on an initial service agreement not authorized to have a dependent present.

6/ For an employee serving on a renewal agreement.

7/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

8/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

9/ May be accompanied by adult dependents age 18 years or older.

10/ Due to threat levels, dependents are not currently authorized at this location.

*11 Tour length changed to 12 month unaccompanied following the ordered departure of dependents in May 2011.

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