

JOINT TRAVEL REGULATIONS
UNIFORMED SERVICE MEMBERS
AND
DOD CIVILIAN EMPLOYEES
1 NOVEMBER 2014

A. Authorized Personnel. These regulation changes are issued for all Uniformed Service Members and DoD Civilian Employees.

B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective IAW the date of this change unless otherwise indicated.

C. Uniformed Service Principals. The following are the current Service Principals:

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

JAMES M. HEINZ
RDML, USCG
Acting Director, Reserve and Military Personnel

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

DAVID A. SCORE
RADM, NOAA
Director, NOAA Corps

JEFFREY R. MAYO
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

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

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

MAP 96-14(E) -- BAH for Member TDY En Route to New Home Port. Clarifies the rule that BAH for the new PDS begins the day per diem stops when a member is TDY near, but outside the limits of the new PDS, also applies when a member is TDY at the home port and the PDS is a ship. Affects par. 10416-A.

MAP 101-14(E)/CAP 101-14(E) – Military Working Dogs. Allows certain travel and transportation allowances that a Military Working Dog handler may claim for travel and transportation of a Military Working Dog. Affects Appendices A1 and G.

MAP 118-13/CAP 118-13 – Flat Rate Per Diem for Long Term TDY. Establishes a flat rate per diem allowance for long term TDY that would authorize a traveler 75% of the locality per diem rate for TDY periods over 30 days but not exceeding 180 days. This item also establishes a flat rate per diem allowance for TDY in excess of 180 days to be set at 55% of the locality per diem rate. Affects pars. 2000-C2, 4020, 4145, 4155, 4250, Ch 4, Part J, 4435-C, 4440-D, 7050-D3, T4040-A4d, T4040-A6, and T4040-C5.

MAP 120-14(E) – OCONUS COLA. Precludes a member from an OCONUS COLA entitlement when the member, or one or more dependents, are not present at the OCONUS PDS location for more than 30 days. Currently, a COLA is only reduced if the member and/or all dependents(s) return to CONUS for more than 30 days.

This decision allows a reduction in COLA regardless of the member or dependent(s) alternate location. Affects pars. 9115-C and 9130-A.

MAP 129-14(I)/CAP 129-14(I) -- Tour Length for Turkey. Denies command sponsorship for same sex spouse of a member assigned to Turkey or same sex spouse or domestic partner of an employee assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. Affects Appendices Q1 and Q3.

MAP 134-14(I) -- Remove Erroneous Law on Combat Operations or Zone. Removes an incorrect reference to a law in JFTR, par. U7270 for an area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A). Affects par. 7315-A1b.

CAP 135-14(E) – GOV'T Entitled to Recoup Relocation Expenses. Adds CBCA 3804-RELO, dated 24 June 2014 and clarifying language to JTR, par. 5852-A, indicating that the Government is entitled to recoup relocation expenses incurred on an employee's behalf where the employee initially accepts a PDS transfer and then decides against it.

MAP 136-14(I) -- Dependent Travel to HOS. Clarifies authority for dependent travel and transportation allowances when the dependents travel to the Home of Selection (HOS) to par. U5196-A1..

MAP 138-14(I)/CAP 138-14(I) -- R&R for Gaziantep, Turkey. Designates Gaziantep, Turkey as a Rest and Recuperation (R&R) leave location through December 31, 2015. Affects App U.

MAP 143-14(I) -- Update MIHA Security Locations Effective 1 Sep 2014. Updates MIHA security locations in App N2, effective 1 September 2014.

MAP 144-14(I) -- Update MIHA Security Locations Effective 1 Oct 2014. Updates MIHA security locations in App N2, effective 1 October 2014.

MAP 145-14(I) -- POC Distance for Specialty Care. Clarifies that the distance for POC travel between the lodging location and the specialty care provider facility and between transportation terminals and home or the specialty care provider facility should be based on odometer readings. Affects par. 7095-C2b.

MAP 152-14(I) – Update Examples. Updates examples in JTR, par. 5434 for consistency with other examples in paragraph.

MAP 153-14(I)/CAP 153-14(I) – Add Example to Flat Rate Per Diem for Long Term TDY. Adds an example to JTR, par. 4250 to explain how to calculate flat rate per diem for long term TDY.

MAP 158-14(R) -- POV Storage for TDY over 30 Days. Allows the Secretary Concerned to authorize POV storage when a member is TDY/deployed for more than 30 days to other than a contingency, provided a humanitarian assistance or other emergency operation, has been declared by Executive Order or the Administering Secretary. Affects par. 5378-A, and App A1.

MAP 161-14(I)/CAP 161-14(I) – Correct TOC and References in Chapter 4. Corrects references throughout Chapters 2-14 pertaining to Flat Rate Per Diem for Long Term TDY. Affects pars. 4130-C2, 4290-B, Table, 4290-C, Table, 4290-D, Table Footnote 1.

MAP 186-13/CAP 186-13 – Incidental Expenses. Adds ATM fees, baggage tips, laundry/dry cleaning (regardless of location), and transportation tips as part of the daily incidental expenses when performing official travel. The aforementioned expenses were previously separate miscellaneous reimbursable expenses incurred by an eligible traveler when authorized by the responsible AO in the Gov't's interest. Affects pars. 1110-C, 2000 NOTE, 2805-B, 2810-C, 2815-A, 3310, 4290, Footnote 5, 4780, and Appendices A1 and G.

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

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CHAPTER 1: GENERAL

PART B: DTS (WITHIN DoD)

1100 GENERAL

At locations at which DoD has fielded DTS, most TDY vouchers are paid using DTS. The Services/Agencies must require that the CTO arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S.-certificated carriers and economy/coach-class accommodations, whenever possible along usually-travelled routes. Non-DoD Uniformed Services may adopt policies similar/identical to these policies for their TMSs.

1105 TRAVEL COMPUTED USING DTS

A. General. DTS:

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

Uniformed Members Only

3. Covers RC travel in locations where RC travel has been fielded by the particular Service except for:
 - a. Senior ROTC,
 - b. RC member travel for medical and dental care,
 - c. Retiree called to active duty,
 - d. A Ready RC member authorized a muster duty allowance,
 - e. An ADT tour of 140 or more days at one location (except as in par. 2240), and
 - f. Active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem is authorized IAW par. 7350-F2b(2)).

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

1110 AUTHORITY AND RESPONSIBILITY

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

B. AO Authority. The AO has authority to:

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

See par. 4000 for justification.

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

C. AO's Responsibilities. The AO must:

1. Determine the travel purpose (see App H) for notation on the Trip Record.
2. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If standard arrangements made in compliance with travel policies using:
 - a. Gov't negotiated airfares,
 - b. Lodging, and
 - c. Rental car rates

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

3. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels, or Service headquarters to assist in travel decisions.
4. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA; and refer inquiries about card usage to the local GTCC program coordinator/TO.
5. Adhere to policies and procedures IAW the JTR, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JTR.
6. Review the amounts claimed on the traveler's expense report as soon as possible after receiving it. The AO's signature on the expense report certifies:
 - a. Travel was taken,
 - b. Charges are reasonable,
 - *c. Phone calls in the Gov't's best interest are not reimbursable as travel (see mission related expense), and
 - d. Approval of authorized expenses reimbursement. Expense reports are subject to random selection for examination/audit.

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

1. Contract city pair airfare travel (or travel using other airfares limited to official Gov't business) is never used for personal travel (App P2, par. E).
2. The official transportation is arranged through the CTO.
3. Transportation reimbursement is authorized for the cost of official travel between duty stations only.
4. The traveler arranges personal travel at personal expense with the transportation reimbursement being

limited to the official travel cost and no excess costs for travel or M&IE are borne by the Gov't.; and

5. The AO does not permit a TDY trip that is an excuse for personal travel.

E. Traveler Rights and Responsibilities. A traveler:

1. Should promptly update the Trip Record, and confirm/modify arrangements, when communication with the CTO was not possible.

2. Who uses DTS for TDY over 45 days, should include a request for scheduled partial payments with the Trip Record so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

1115 A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Cost Estimate

a. A traveler should obtain a "should cost" estimate for the trip. It lets the traveler and the AO know up front the standard and actual arrangements, their associated costs, and the allowance maximums.

b. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module, or directly from the CTO.

c. The estimate must reflect the per diem rate broken out by M&IE and lodging and should include any known planned miscellaneous expenses.

d. A traveler may ask the CTO to estimate the amount for using commercial transportation.

2. Tailoring the Trip. The AO:

a. Decides if the traveler should use non-standard arrangements (still must be IAW the JTR) for mission reasons.

b. May authorize certain changes for the traveler's convenience (e.g., using a POC instead of flying). The standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Travel Authority. The AO:

a. Authorizes the TDY,

b. Authorizes the arrangements,

c. Determines the fund cite, and

d. Obligates funds to pay for the trip, including a travel advance payment or scheduled partial payment ,if included. The resulting document is the Trip Record.

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

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

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

B. During the Trip

1. Changing Plans

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

2. Receipts

- a. Receipt Requirement. The [DoDFMR 7000.14-R, Volume 9](#) based on an IRS requirement, requires that each traveler provide each receipt(s) for:
 - (1) Lodging, and
 - (2) Individual official travel expenses of \$75 or more. ***NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.***
- b. Lodging Obtained through an Online Booking Agent. Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):
 - (1) Daily hotel room costs;
 - (2) Daily hotel taxes; and
 - (3) Daily miscellaneous fees, if applicable.

C. After the Traveler Returns

1. Completing the Expense Report. IAW [DoDFMR 7000.14-R, Volume 9](#) requirement:
 - a. A traveler should complete and submit the Trip Record expense portion within 5 working days after returning from the trip.
 - b. Required receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.
2. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.

3. Submitting the Expense Report

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

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

5. Lost/Stolen/Unused Paper Tickets. See par. 2715.

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CHAPTER 2: OFFICIAL TRAVEL

PART A: GENERAL

2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

**NOTE: While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., transportation expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.*

A. General. A traveler must exercise the same care and regard for incurring Gov't paid expenses as would a prudent person traveling at personal expense. [CBCA 2852-TRAV, 28 August 2012](#).

B. Circumstances. The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of Gov't funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from the transportation terminal;
2. Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available);
3. Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;
4. Use of the least expensive authorized/approved special conveyance/rental vehicle (both in terms of using the 'standard' compact size and the least expensive vendor);
5. Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a 'Dash' CA airfare in lieu of a YCA airfare); and
6. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

C. Receipts

1. General. For DoD Services, IAW [DoDFMR 7000.14-R, Volume 9](#), a traveler must maintain records/receipts for:

a. Individual expenses of \$75 or more, and

*b. All lodging costs (except when authorized a long-term TDY flat-rate per diem, see par. 4250-A).

2. Lodging Receipt Exception **(Uniformed Members Only)**

*a. A lodging receipt is not required when the member is authorized a long term TDY flat rate per diem (see par. 4250-A); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (App G) if required by a Service issuance.

b. Each non DoD Service must establish its own criteria for records/receipts maintenance by members.

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

2005 LODGING PROGRAMS

A. General

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.
2. Use of lodging facilities in these programs often results in cost savings to the Gov't.
3. The Fed Rooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.
4. Not all programs are available to all official travelers.

B. Not Considered Gov't Qtrs. The following are *not* Gov't Qtrs:

1. Army Lodging Success Program,
2. Navy Elite Lodging Program,
3. GSA's Fed Rooms Lodging Program,
4. Gov't contracted lodging not located on an Installation to which the traveler is assigned.

See [DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010](#)

C. Gov't Contract Lodging **(Uniformed Members Only)**

1. The Secretary Concerned may direct the use of Gov't contract lodging, at or near the U.S. installation or reservation, specifically contracted for a member assigned TDY to a contingency operation for more than 180 days at one location.
2. Transportation between the lodging and work site should be considered when making arrangements for Gov't contract lodging.
3. Directing the use of Gov't contract lodging off the U.S. installation does not permit directing the use of the GMR.

2010 TRAVEL OFFICIAL RESPONSIBILITIES

An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

2015 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service/Agency regulations and (for DoD) the DoD Foreign Clearance Guide (FCG) located at <https://www.fcg.pentagon.mil/fcg.cfm> govern the requirements/procedures and documents relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No Fee Passport. The necessary passport, visa (including green card) when required (see App G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and a passport for each traveler is required for travel into a foreign country, or territory under control of a foreign country.

C. Time Limitations

1. A passport should be renewed before it expires, if practicable.
2. Most visas and immunizations have time limitations.

2020 TRAVEL JUSTIFICATION ([FTR §301-71.101](#))

A. Directed Travel. Gov't funded travel and transportation may be directed only:

1. When officially justified, and
2. By means that meet mission requirements consistent with good management practices.

B. Traveler Expenses. A traveler must not be directed to perform official travel at:

1. Personal expense, nor
2. Reimbursement rates/amounts inconsistent with the JTR.

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

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

2025 STANDARD CONUS PER DIEM RATE

A. Definition. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS.

B. CONUS PCS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved.

C. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate is:

<u>Effective 1 October 2013</u>		
<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$83	\$46	\$129

2030 MEAL TICKETS (Uniformed Members Only)

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Ch 4 (for TDY and for members traveling together under an order directing no/limited reimbursement), Ch 5 (for PCS), Ch 7 (for persons in special categories), and
2. To members traveling together with no/limited reimbursement directed in the order (see par. 4090-G) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service issuances apply. See par. 1015-C2d.

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

<u>Effective 13 October 2009</u>	
<u>Meal</u>	<u>Rate</u>
Morning	\$ 7
Noon	\$11
Evening	\$23

2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL (Civilian Employees Only)

A. General. An employee, under an official order, may be able to use Gov't:

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

B. Availability/Use Determination

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

2040 IDENTIFICATION CARD (Civilian Employees Only)

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

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

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

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CHAPTER 2: OFFICIAL TRAVEL

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

2800 GENERAL

A. Authority. DoD Component/Service designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area.

B. Local Area. The local area is the area:

1. Classification. The local area is:

- a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;
- b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service in a written directive. *An arbitrary distance radius must not be established to define a local commuting area* ([59 Comp. Gen. 397 \(1980\)](#)); or
- c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis.

2. Designation. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component.

C. Control and Delegation

1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.

2. These designated officials also are responsible for:

- a. Furnishing public transit system tokens/tickets, when appropriate; (***NOTE: DoD or the Service/Agency must specify the business practice for managing and safeguarding such items, if applicable***), and
- b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

3. The furnishing of public transit system tokens/tickets does not relate to the transit subsidy program.

D. Reimbursable Expenses. See App G.

E. Mass Transit Subsidy Voucher. A mass transit subsidy voucher:

1. Is **not** covered in the JTR;
2. Is intended only for transportation from home to work site and return to home;
3. Is not intended for use to pay for travel to/from/between alternate work site(s); and
4. Used to travel to/from/between alternate work site(s) prevents the traveler from receiving local travel reimbursement for that travel.

F. Travel to and from Medical Facilities **UNIFORMED MEMBERS ONLY**

1. Official Ordered Travel at Gov't Expense

a. A member ordered to a medical facility within the local area to:

- (1) Take a required physical examination, or
- (2) Obtain a medical diagnosis and/or treatment,

is on official business and must be reimbursed for transportation, unless Gov't transportation is provided.

b. Ordered travel includes additional visits if the visits are part of the required physical examination.

2. Unofficial Travel at the Member's Expense. A member who voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) is not on official business, and reimbursement for the transportation is not authorized.

2805 PDS AREA TRAVEL

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

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

B. Commercial Transportation

1. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:

a. Local public transit system (when tokens, tickets or cash fares are not furnished);

*b. Taxicab fares; and

c. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

- a. POC travel is reimbursed using the authorized TDY mileage (par. 2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.
- b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See App G.
- c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

- a. See par. 4780 for travel to/from a transportation terminal.
- b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.
- c. If the traveler does not ordinarily travel by POC to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

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

1. TDY mileage for POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;
2. The actual cost of necessary POC parking; and
3. The cost of local public transit system when tokens, tickets or cash fares are not furnished.

NOTE: The Service/Agency must specify the business practices for managing and safeguarding such items, if applicable.

E. Examples

1. **Example 1.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ($50 + 25 + 10 - 70 = 15$).

2. **Example 2.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

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

3. **Example 3.** The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles (15 + 30 + 15 = 60 miles x TDY mileage) minus \$7.

4. **Example 4.** The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles (45 + 67 + 12 - 10 = 114 miles x TDY mileage) minus \$10.

5. **Example 5.** The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a Gov't furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.

6. **Example 6.** The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.

7. **Example 7.** The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for the ordinary POC commute).

F. Transportation Expense Reimbursement Tax (Civilian Employees Only)

1. **Conditions.** Local taxable travel exists when:

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

b. An employee travels:

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

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

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

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

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

4. Income Tax Reimbursement Allowance (ITRA). The ITRA (par. 4970):
 - a. Applies only to extended TDY assignments, and
 - b. May not be applied to local travel.
5. Examples
 - a. **Example 1.** An employee is responsible for managing employees in two local area locations. The employee drives to an alternate work site, 45 minutes from the residence, every Thursday to approve documents, and meet with employees. There is reasonable expectation that travel will last for more than 1 year, and for more than 35 days in one year. Reimbursements for daily travel are considered taxable by the IRS.
 - b. **Example 2.** An employee takes the train daily between NYC and Peekskill, NY to attend meetings and conduct other business tasks. The employee expects to follow this routine continuously for the next 5 months (100 workdays). There is a reasonable expectation that travel will last for less than 1 year. The 35 Day Rule does not apply because travel is reasonably expected to last for 1 year or less. Reimbursements for daily travel are non-taxable.

2810 TRAVEL AT THE TDY LOCATION

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

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site

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

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

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

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

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed IAW par. 2805-C.

2815 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS

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

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

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

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

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

2820 VOUCHERS AND SUPPORTING DOCUMENTS

See Ch 2, Part K.

CHAPTER 3: TRANSPORTATION**PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC CONVEYANCE****3300 GENERAL**

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.
- D. Prudent Traveler Responsibility
1. The traveler and command must adhere to the prudent traveler rules for Gov't funded official travel. See par. 2000 and [CBCA 2852-TRAV, 28 August 2012](#).
 2. Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible.
 3. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

3305 REIMBURSABLE EXPENSES

- A. Allowable Reimbursement. A traveler may be reimbursed for transportation related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. 3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.
- B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.
- C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See App G.

3310 TAXICAB/LIMOUSINE SERVICE USEA. To/from Transportation Terminal

- *1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares between :
- a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;
 - b. Transportation terminals if a free transfer is not provided;
 - c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
 - d. A transportation terminal and limousine service terminal.

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

2. PDS Boundary for Travel Reimbursement. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.

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

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

3315 BUS, STREETCAR, AND SUBWAY USE

A. To/from/between Transportation Terminals

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

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

3320 SPECIAL CONVEYANCE USE

A. Authorization/Approval. An AO may:

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

B. To/from Carrier Terminals. The traveler:

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

C. Between Duty Stations

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

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

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

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

F. Reimbursement

1. General. See App G for special conveyance reimbursement (including aircraft).
2. Limitation. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. 2600 plus constructed per diem for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

G. Special Conveyance Receipts. See par. 2000-C, and [DoDFMR 7000.14-R, Volume 9](#).

H. Special Conveyance Use for PCS Travel **(Civilian Employees Only)**

1. A special conveyance:
 - a. May be used for PCS travel when other transportation modes are not to the Gov't's advantage,
 - b. Must be authorized in a PCS travel order,
 - c. May not be authorized for an employee's preference or inconvenience resulting from common carrier scheduling, and
 - d. Are not authorized at the PDS to travel to/from work, or for personal convenience.

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2. Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY.
3. An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

3330 SELECTING A RENTAL VEHICLE

A. Instructions and Guidance. See [DTMO rental car agreement](#), and [DTR, 4500.9-R, Part 1](#) for instructions and guidance for the selection of rental vehicles.

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

C. Rental Service Cost

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

D. DTMO Rental Car Agreement

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

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

F. Motor Pools and Commercial Rental Companies. See [DTR, 4500.9-R, Part 1](#), and Service regulations for policies, instructions, and guidance regarding motor pools and automobile rental from commercial rental companies.

G. DTMO Vehicle Rental Agreements. DTMO vehicle rental agreements apply to all Uniformed Services/DoD Components.

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

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

1. Mail:

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

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

3. The [DTMO website](#).

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

J. Non-DoD Services **(Uniformed Members Only)**. See Service Regulations for CTO use ICW rental cars.

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CHAPTER 4

TEMPORARY DUTY TRAVEL

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CHAPTER 4: TDY

PART A: GENERAL

4000 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. 2020) 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. See par. 4970. **Civilian Employees Only**.

4005 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.

4010 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 **(Civilian Employees Only)**; and
9. Interview travel required to fill a vacancy when the travel is authorized and justified **(Civilian Employees Only)**.

4015 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 **(Civilian Employees Only)**.

4020 EFFECT OF ABSENCE ON PER DIEM PAYMENT

A. **Uniformed Members Only**

1. Day of Leave or Administrative Absence (e.g., Proceed Time). A member is not authorized per diem on any day:
 - a. Not in a travel status; or
 - b. Classified as leave/administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)).
2. Leave During a Contingency Operation. See par. 7050 when on leave during a Contingency Operation TDY.
3. Leave at Dependent Safe Haven Location. See par. 7055 when on leave from a TDY site to visit evacuated dependents at a safe haven location.
- *4. While authorized a flat-rate per diem for long-term TDY IAW par. 4250.

B. **Civilian Employees Only**

1. Absence Due to Illness or Injury. See par. 7025 for per diem authority when an employee is incapacitated during travel because of illness/injury.
2. Detained in Quarantine. An employee on TDY is authorized per diem while detained in quarantine.
3. Leave and Non-workday
 - a. General. An employee is:
 - (1) Authorized per diem for a day leave is taken for only part of the workday (other than as provided in Ch 4, Part A)
 - (2) Not authorized per diem for a day when leave is taken for the whole workday.
 - b. Non-workday. A non-workday is a legal Federal Gov't holiday, weekend, or other scheduled non-workday.
 - c. Per Diem
 - (1) Authorized. Per diem is authorized:
 - (a) On a non-workday except when the employee returns to the PDS/place of abode, or

(b) For not more than two non-workdays if leave is taken for all workdays between the non-workdays.

(2) 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.

4. 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. 4440.

5. Travel on a Non-workday to a Location other than the PDS

a. 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.

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

6. Delay in Returning to PDS

a. 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.

b. 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.

c. 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.

d. An employee is not expected to select a schedule that requires boarding/leaving a carrier between 2400 and 0600.

e. Travel time should be based on regular published carrier schedules and becomes approved when the voucher is properly approved.

7. TDY Assignment Abandoned or Not Completed

a. General. Except as in Ch 4, 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.

b. 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.

*8. While authorized a flat-rate per diem for long-term TDY IAW par. 4250.

4025 TDY PRIOR TO REPORTING TO THE FIRST PDS (Civilian Employees Only)

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

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

4130 TDY LODGING

A. General

1. The lodging component of per diem establishes the maximum per diem amount the Gov't will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.
2. The amount allowed for lodging is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less.
3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.
4. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.
5. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.
6. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. 4130-F for multiple occupancy.

B. 'Lodging Plus' Computation

1. Requirements

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

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

- a. A reduced per diem rate is authorized for the TDY (par. 4095);
- b. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. 4100-B;
- c. A per diem rate for travel by ship applies;
- d. Meals and lodging are furnished without cost to the traveler;
- e. An AEA is authorized for some/all of the TDY assignment;
- f. Per diem is not payable for TDY ICW or in support of a military unit while on field duty; or

g. Per diem applies for a consultant, expert, and private individual (including an ROTC member).

C. Receipts

1. General. See par. 2710 and the [DoDFMR 7000.14-R, Volume 9](#) concerning receipts.

*2. Long Term TDY Flat Rate Per Diem. A lodging expense receipt is not necessary when par. 4250 applies unless to validate related expenses such as lodging tax or a parking fee.

D. Lodging Tax

1. General

a. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on Gov't business.

b. Federal traveler tax exemptions and the form required to claim the exemption vary from location to location.

c. See the [GSA Travel Homepage](#) for a list of jurisdictions in which [lodging tax exemption](#) may be offered at the option of the lodging facility.

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

a. *Not* included in the [locality per diem lodging](#) ceiling, and

b. A reimbursable expense (App G) when per diem/AEA is paid.

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

a. Included in the [locality per diem lodging](#) ceiling, and

b. *Not* a reimbursable expense (App G) when per diem/AEA is paid.

E. Gov't Qtrs

1. A fee/service charge paid for Gov't Qtrs use is an allowable lodging expense.

2. Reimbursement for Gov't Qtrs use is NTE the maximum locality lodging ceiling.

3. See par. 2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a U.S. Installation, and Gov't Qtrs on that U.S. Installation are available and directed on the order **(Uniformed Members Only)**.

F. Single and Multiple Occupancy of a Room

NOTE FOR UNIFORMED MEMBERS ONLY: *The following presumes the member is not TDY to a U.S. Installation and ordered to use available Gov't lodging on that U.S. Installation.*

1. Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.
2. Official Travelers Share a Room
 - a. Each official traveler is responsible for their portion of the room rate. **Example:** Two official travelers share a room –each is responsible for 50% of the room cost; three official travelers share a room—each is responsible for 33% of the room cost).
 - b. Multiple occupancy of a single room **DOES NOT LIMIT** a traveler's lodging per diem ceiling eligibility. Official travelers who share lodging are each authorized lodging costs NTE the single room rate for the TDY locality. **Example:** Two official travelers who share a room in a \$100/night lodging area have \$200 total with which to pay for a room.
 - c. Examples of Room Charge Allocation:
 - (1) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$250/night room. Each official traveler is responsible for \$125/night (but without an AEA, each only receives \$100 reimbursement since the locality maximum lodging ceiling is \$100/night).
 - (2) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$170/night room. Each official traveler is responsible for, and receives, \$85/night – which is payable since it is below the locality lodging ceiling rate of \$100/night.
3. Official Traveler Shares a Room with a Non Gov't Traveler(s). If an official traveler shares a room with a person(s) who is/are not a Gov't traveler(s) on official travel, then the official traveler is authorized the locality single room rate.

G. Lodging with a Friend or Relative

1. **Uniformed Members Only**
 - a. Lodging reimbursement **is not authorized** for a member who lodges with a friend/relative at the friend's/relative's residence.
 - b. A member, who lodges at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible.
 - c. A member cannot be directed to lodge with a friend/relative.
 - d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances.
 - e. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.
 - f. **Example:** A member (outpatient) and a DoD civilian employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DoD civilian employee may be eligible for reimbursement of some lodging costs. See, par. 4130-G.

2. **Civilian Employees Only** ([FTR §301-11.12](#))

a. Lodging reimbursement is not ordinarily authorized for an employee who lodges with a friend/relative at the friend's/relative's residence. When an employee lodges with a friend/relative in the friend's/relative's residence, with or without charge, the employee may be reimbursed for additional lodging costs the host incurs in accommodating the employee if the employee can substantiate the costs and the AO determines the costs are reasonable.

b. An employee, who lodges at the friend/relative's residence, is authorized the TDY location M&IE rate if otherwise eligible.

c. An employee cannot be directed to lodge with a friend/relative.

d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances.

e. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.

f. **Example:** A civilian employee (extended TDY) and a member (short term TDY), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DoD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See par. 4130-G.

g. The employee must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

h. GSCBA Decisions Related to an employee lodging at a friend's/relative's residence:

(1) If the friend/relative is in the business of renting lodging on a regular basis, i.e., operating a hotel or apartment house, the "friends or relatives" provision does not apply ([GSBCA 14398-TRAV, 24 Feb 1998](#)).

(2) If an employee is transferred to a new PDS, and sent TDY to the old PDS and the employee stays at the former residence which was not yet sold, then the employee is not authorized reimbursement for lodging at the former residence ([GSBCA 15600-TRAV, 7 March 2002](#)).

(3) An employee assigned at Avon Park Air Force Range (AFR), Florida, lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The employee had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The employee began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the employee should be authorized travel expenses both to and from the TDY location and M&IE even though the employee lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last TDY days, 22 and 25 February (unless the employee was authorized to return on the 26th) the employee is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. [GSBCA 16652-TRAV, 26 August 2005](#).

H. Multiple Lessees Involving Leased/Rented Lodging

1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared with another person(s) whose name is on the lease/rental agreement/contract is split equally among the lessees. ***This includes nonofficial travelers whose name(s) is/are on the lease/rental agreement/contract.*** Official travelers are not authorized reimbursement for more than their equal share of the lodging payment.
2. Long term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.
3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.
4. The applicable daily M&IE rate is not prorated.
5. AEA must be:
 - a. Authorized/approved by the AO and
 - b. In the Gov't's interest. See par. 4305.

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

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

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

L. Online Booking Tool

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

M. Advance Lodging Deposit. A traveler:

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

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

4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A. General. A contracting officer may contract for rooms and/or meals for a TDY traveler.

B. Per Diem Limitation. The total daily amount paid by the Gov't for the traveler's lodging, and M&IE is NTE the applicable per diem rate authorized in Ch 4, Part B ([60 Comp. Gen. 181\(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)), unless an AEA is authorized/approved under Ch 4, Part C.

C. Reimbursement Limitation. Reimbursement is not authorized for items rented for contract Qtrs that are rented with an "option to buy". [GSBCA 15890-TRAV, 29 July 2003](#).

D. Training Course Exception (Civilian Employees Only). See par. 4955 for a training course.

4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;
2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the Gov't Qtrs would be available upon return);
3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;
4. Must be approved after the fact by:
 - a. An amended order, or
 - b. The AO on the travel voucher.
5. Is limited to a maximum of 7 consecutive days.

*6. Extensions (more than 7 consecutive days) must be approved (after travel) by the Secretarial Process. See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.

B. Authorization/Approval. Dual lodging may only be authorized/approved when:

1. It is necessary for a traveler to retain lodging (for other than personal convenience) at one TDY location (Location A) and procure lodging at a second TDY location (Location B) on the same calendar day;
2. The traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)). **Example:** Traveler is TDY to another location, intending to return that night, but is forced to remain overnight due to mechanical problems.;
3. There is an economic impact based on (but not limited to):
 - a. Daily/weekly/monthly room rates,
 - b. Availability,
 - c. Storage charges, or
 - d. Shipment costs.

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

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

C. Lodging Cost

1. Per Diem. Per diem, for the day(s) dual lodging is authorized/approved, is based on the lodging cost incurred at the second TDY location (Location B) where the traveler remained overnight.
2. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is a reimbursable expense (App G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

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

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

F. Long-term Dual Lodging Not Allowed

1. Long term dual lodging is not authorized.
2. An order may not authorize long term dual lodging.
3. Multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at the TDY site on the order is not authorized and violates the intent of this authority.
4. Known TDY locations must be named in the order.

G. Computation Examples

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

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

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

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

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

4150 LODGING OBTAINED AFTER MIDNIGHT

- A. **Lodging Required.** When the traveler is en route to a TDY location and does not arrive at the lodging site until 2400 or later, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.
- B. **Lodging Not Required.** If no lodging is required, the per diem rate is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

4155 LONG TERM TDY LODGING

*A. **General.** If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance or follow Service/Agency procedures for making lodging arrangements. See par. 4250 for reduced flat rate per diem when TDY is for more than 30 days.

B. **Computation**

1. When a traveler rents/leases lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).
2. This computation presumes that the traveler acts prudently in renting by the week or month, and that the Gov't cost does not exceed the cost of renting conventional lodging at a daily rate.

3. This does not apply when a residence is purchased. See par. 4165.

C. Computation Example

<u>Leave Taken While TDY with Long Term Lodging</u>
*1. A traveler is TDY at a location at which the per diem is \$75 (\$44/ \$31).
2. Lodging (apartment & utilities) are obtained on a long term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
*4. Traveler is paid a flat rate of \$44 per day for lodging
*5. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
*6. The flat rate lodging paid during June is \$880 (\$44 x 20 days). Since the \$880 is less than the actual lodging cost of \$900, but does not exceed the flat rate per diem of \$1320 (\$44 x 30 days) that would have been paid if leave had not been taken, the traveler is reimbursed \$20 as a miscellaneous reimbursable expense.

D. Contingency Operation. See par. 7050 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a Contingency Operation **(Uniformed Members Only)**.

E. Evacuation. See par. 7055 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven **(Uniformed Members Only)**.

*F. Flat-Rate Per Diem for Long-Term TDY. See par. 4250.

4160 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED OR RENTED WHILE TDY

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

B. Expenses

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

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

for official communications.

2. Lodging Expenses. Allowable lodging expenses include:

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

3. Furniture Expenses

a. Rental

(1) General. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner) are reimbursable expenses.

(2) “Option to Buy” Agreements. Some furniture rental agreements include an “option to buy” clause that results in the renter owning the furniture at the contract term end. A traveler may be reimbursed for the cost of an “option to buy” rental agreement *if there is no other alternative*. If the “option to buy” plan is used, the traveler must reimburse the Gov’t the amount credited toward the purchase, if paid as part of the travel claim settlement. See [B-259520, 7 December 1995](#).

(3) Damage Waiver Fee. If a damage waiver fee is required as part of the rental cost, the traveler may be reimbursed for the fee as part of the furniture rental while on TDY, *if there is no other alternative*. [CBCA 1961-TRAV, 20 JULY 2010](#).

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

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

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

4165 RESIDENCE PURCHASED AND USED FOR TDY LODGING

A. Uniformed Members Only

1. TDY Order Issued on/after 1 January 2012

a. Mortgage Interest and Property Taxes. Effective with an order issued on/after 1 January 2012, mortgage interest and property taxes associated with the purchase of any dwelling (to include a recreational vehicle) purchased at a TDY location may *not* be claimed as substantiation for payment of per diem while TDY.

b. Utilities. Effective 10 January 2012, utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed.

c. **Example:** Order issued 29 December 2011 and dwelling purchased 2 January 2012 = no lodging payments for purchase costs.

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

a. Prorated Monthly Expenses. Allowable expenses are prorated based on the number of days in the month, rather than by the actual number of days the member occupied the residence ([57 Comp. Gen. 147 \(1977\)](#)).

b. Allowable Expenses. The following monthly charges are allowable expenses:

- (1) Mortgage interest;
- (2) Property tax; and
- (3) Utility costs actually incurred, (e.g., electricity, natural gas, water, fuel oil, sewer charges).

c. Expenses Not Allowed. The following expenses are not reimbursable, any:

- (1) Installation fees;
- (2) Hook up charges;
- (3) Entertainment utilities (e.g. cable, TV, telephone); and
- (4) Costs associated with the rental, purchase or shipment of furniture.

d. Lodging Per Diem Payable. The total lodging per diem payable must not exceed the applicable TDY maximum locality lodging ceiling, unless an AEA (Ch 4, Part C) is authorized/approved.

e. Lodging Obtained on a Weekly, Monthly, or Longer Term Basis. Lodging obtained on a weekly, monthly, or longer term basis does not apply when the residence is purchased. See par. 4165.

B. Civilian Employees Only ([FTR §301-11.12\(b\)](#))

1. General. Effective 14 October 2011, an employee who purchases and occupies a residence at a TDY location may not be reimbursed for any cost associated with:

- a. Mortgage interest,
 - b. Property tax, or.
2. The rental, purchase, or shipment of furniture.

2. Lodging. Effective 14 October 2011, an employee may not be reimbursed lodging expenses for a purchased/ personally owned residence.

4170 LODGING COST UNDER THE BARTER SYSTEM

A. General. A TDY traveler, in a remote location at which there are no Gov't Qtrs or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodging obtained in private dwellings.

B. Reimbursement. Reimbursement may not exceed 20% of the locality per diem lodging ceiling.

C. Receipts. As an exception to the \$75 or more receipt rule, the traveler should provide receipts for the barter goods and the traveler's certification that the barter goods were delivered to the householder for the lodging, if required by finance regulations.

4175 LODGING PER DIEM COMPUTATION

A. General. Lodging reimbursement while on TDY or at a delay point, is NTE the locality per diem lodging ceiling for the TDY or delay location.

B. Total Day's Per Diem. The lodging cost/locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate.

C. Maximum Reimbursement. Reimbursement is NTE the maximum per diem rate for the TDY/stopover locality unless an AEA is authorized/approved IAW Ch 4, Part C.

D. Lodging Not Available at the TDY Location. When lodging is not available at the TDY location, the per diem rate for lodging at another location may be authorized (par. 4130-K).

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 4: LONG TERM TDY FLAT RATE PER DIEM*Effective for travel beginning or orders amended on or after 1 November 2014

*4250 LONG TERM TDY FLAT RATE PER DIEM

*A. General

*1. A reduced flat-rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location) except as indicated in par. 4250-B.

*a. Long-Term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate (rounded up to the next highest dollar), payable for each full day of TDY at that location.

*b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate (rounded up to the next highest dollar), payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.

*c. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance. If the CTO determines that lodging is not available at the reduced per diem rate, the AO may authorize actual lodging, not to exceed the locality per diem rate, in accordance with par. 4130 and 4155, but the M&IE is paid at the 75% or 55% rate.

*2. If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat-rate per diem applies beginning the day after the amendment is issued.

*3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat-rate per diem is increased or decreased accordingly unless the traveler has entered into a long-term lease and the fixed-rate per diem no longer covers the cost of lodging. See par. 4250-A1c.

*B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

*1. The lodging portion of flat-rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, the GMR or PMR is applicable and flat rate per diem is not applicable.

*2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging and is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, or when otherwise incurring no lodging cost. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW par. 4250-A1 and A2. See 4250-B1 for proper payment of M&IE if any meals are provided.

*3. Long-term TDY flat-rate per diem applies to TDY at the specified location. If a traveler is sent TDY to another location, per diem computed using the 'Lodging Plus' method, for that area, applies. If the additional TDY period is considered a second long-term TDY period, then the rules in par. 4250-A1 apply to the second TDY.

*4. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4145.

*5. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed-rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.

*6. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (App G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem rate.

*C. Retained lodging expenses during a traveler’s authorized absence may be reimbursed as a miscellaneous reimbursable expense not to exceed the lodging portion of the reduced per diem rate.

*1. The traveler is authorized out of pocket expense reimbursement. See App G.

*2. Reimbursable lodging expenses (App G) may not be more than what the traveler would have received if the authorized absence had not been taken.

*3. Example

*a. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4155) and renting an apartment (\$1,200/month).

*b. The authorized per diem rate is \$79 (i.e., 55% of the locality rate of \$142 rounded up to the next dollar).The lodging portion of per diem is \$50.05 (55% x \$91)

*c. Because the actual amount of lodging, \$40/day (i.e., \$1,200/30 days) is less than the lodging portion of per diem, the traveler is reimbursed \$40/day for retained lodging during an authorized absence.

*D. Flat Rate Per Diem for Long Term TDY – Example

A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order, at the onset. The locality per diem rate for the location is \$259 (\$198/ \$61). The actual long term lodging cost is anticipated to be \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$15, a reimbursable expense (APP G). On the date of arrival, the traveler is authorized the full locality rate and incurred \$180 for lodging.			
The flat rate per diem for each full day of TDY is set at 55% or \$143 (\$259 x 55% = \$142.45, rounded up to \$143), plus lodging tax of \$15/night.			
Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night for each full day of TDY.			
	Lodging	Meals	Total
Pay the first TDY day - \$140.75 (Lodging - \$180 + M&IE - \$45.75 (\$61 x 75% = \$45.75)) plus lodging tax of \$15.	\$180.00	\$45.75	\$225.75
Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.	N/A	N/A	\$143.00
Pay the departure TDY day to the PDS - \$45.75 (\$61 x 75% = \$45.75).	\$0.00	\$45.75	\$45.75

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 5: COMPUTATION EXAMPLES

4280 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

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

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

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes and may not reflect current rates. Par. 2600 prescribes current TDY mileage rates and par. 2605 prescribes the current MALT.

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

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

1. **Uniformed Members Only**

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

<p>A member is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. Installation) is to the Gov't's advantage and authorized on the order (par. 4710). The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4.</p> <p>Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.</p> <p>The per diem rate for the TDY location is \$131 (\$85/ \$46); actual lodging cost is \$90/night. The per diem rate for both stopovers is \$141 (\$85/ \$56); actual lodging cost is \$60/night. The 12 hour rule does not apply because the TDY period is over 12 hours.</p> <p><i>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).</i></p>					
ITINERARY					
Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
10 May	Residence	1st Stopover	\$141 (\$85/ \$56)	\$60	400 miles
11 May	En Route	TDY Station	\$131 (\$85/ \$46)	\$90	15 miles
12 May	TDY Station	TDY Station	\$131 (\$85/ \$46)	\$90	
13 May	TDY Station	2nd Stopover	\$141 (\$85/ \$56)	\$60	365 miles
14 May	En Route	Residence	Use 2 nd Stopover M&IE		50 miles
REIMBURSEMENT					
Day 1	$\$60 + [\$56 \times 75\%] = \$60 + \$42 =$				\$102.00
Day 2	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 3	$\$90 = (\$90 \text{ limited to } \$85) + \$46 =$				\$131.00
Day 4	$\$60 + \$56 =$				\$116.00
Day 5	$\$56 \times 75\% =$				\$ 42.00
1 round trip of 830 miles (official distance) x \$.56/mile =					<u>\$ 464.80</u>
Total Reimbursement					\$986.80

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

A member is TDY to a U.S. Installation at which Gov't lodging (\$6/night) and dining facility/mess are available. GMR is directed in the order. The AO approves the PMR on the 17th because breakfast was not available.

POC use between the residence and TDY station is to the Gov't's advantage and is authorized on the order (par. 4710).

The maximum per diem rate is \$131 (\$85/ \$46). Standard GMR (par. 4200-B1b) is \$11.85 and the PMR (par. 4200-B1c) is \$27 plus the CONUS \$5 IE rate applies in this example.

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

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

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

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

2. **Civilian Employees Only**

a. **Example 1.** TDY Travel

An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodging was obtained for 9 nights, two of which were spent in Gov't qtrs with charge, and one night at a friend's house at no cost. The employee paid \$40/night for 6 nights of lodging in a hotel, \$4 for 2 nights spent in Gov't qtrs, but no cost for the lodging night at a friend's home at the TDY location. Per diem is computed as follows:

Day 1 (departure day)	$\$40 \text{ (lodging)} + 75\% \times \$46 \text{ (M\&IE)} =$	\$ 74.50
Days 2 to 6	$(\$40 \text{ (lodging)} + \$46 \text{ (M\&IE)})/\text{day} \times 5 \text{ days} =$	\$430.00
Days 7 & 8	$(\$4 \text{ (lodging)} + \$46 \text{ (M\&IE)})/\text{day} \times 2 \text{ days} =$	\$100.00
Day 9	$\$0 \text{ (lodging)} + \$46 \text{ (M\&IE)} =$	\$ 46.00
Day 10 (return day)	$75\% \times \$46 \text{ (preceding calendar day M\&IE rate)} =$	\$ 34.50
AMOUNT DUE EMPLOYEE		\$685.00

Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum per diem rate for the locality concerned. This example uses the Standard CONUS per diem rate of \$129 (\$83/ \$46).

Day 1 (departure day) the applicable per diem rate is the lodging cost (\$40) plus 75% of the M&IE rate (\$46) (\$34.50) for that day; pay \$74.50.

Days 2 to 6 the applicable per diem is lodging cost (\$40) plus the M&IE rate (\$46) x the number of days (5); pay \$430.

Days 7 & 8 the applicable per diem is the lodging cost (\$4) plus the M&IE rate (\$46) x the number of days (2); pay \$100.

Day 9 the applicable per diem is the M&IE rate (\$46) plus the lodging cost (\$0), pay \$46.

Day 10 (return day) the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$46); pay \$34.50.

The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.

b. **Example 2.** TDY Travel

DEPART	Residence	1st Day
ARRIVE	Goteborg, Sweden	2nd Day
TDY	Goteborg, Sweden	3rd - 7th day
DEPART	Goteborg, Sweden	8th Day
ARRIVE	Residence	8th Day
Gov't qtrs were occupied (not on a U.S. Installation) for 6 nights at Goteborg, Sweden at \$4 per night. The <u>per diem rate</u> for Goteborg, Sweden at the time the employee traveled was \$256 maximum (\$143/ \$113).		
PER DIEM COMPUTATION		
Day 1	Travel day with no lodging expense	\$113 x 75% (M&IE for Goteborg) = \$ 84.75
Day 2	Arrival day	\$4 (Gov't qtrs charge) + \$113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) = 117.00
Day 3 to 7	TDY at Goteborg \$23 (incidental rate for Goteborg)	\$4 (Gov't qtrs charge) + \$23 (3 deductible meals furnished each day without charge (par. 4205) = \$27/day x 5 days = 135.00
Day 8	Travel day with no lodging expense	\$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% = \$ 84.75
		AMOUNT DUE
		\$421.50

c. **Example 3.** TDY Travel Involving IDL with a 'Lost' Day

<p>TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).</p> <p>The employee departs (heading west) on 8/18 and arrives at the TDY location on 8/20.</p> <p>When crossing the IDL in a westward direction, the dates 8/18 & 8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the employee did not arrive at the TDY location until 8/20. Upon return (west to east) when employee crosses the IDL, the employee is paid M&IE for two 8/25 dates.</p> <p>A Gov't dining facility/mess is not available at the TDY point. AEA is not authorized.</p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20 to 24 Aug (Fri to Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$90 x 75 % =		\$67.50
20 to 24 Aug (Fri to Tues)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	\$90 x 75 % =		\$67.50
TOTAL			\$1,350.00

d. **Example 4.** TDY Travel Involving IDL without a 'Lost' Day

TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).

The employee departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the employee arrived on 8/19. Upon return (west to east) when employee crosses the IDL, the employee is paid M&IE for one 8/25 date.

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

ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thurs to Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	\$72 x 75 % =		\$54
19 to 24 Aug (Thurs to Tues)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272
25 Aug Wednesday	\$72 x 75 % =		\$54
TOTAL			\$1,380

e. **Example 5.** AOR Per Diem/TDY Travel Overnight – No Lodging Required

An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan.

The employee stayed in Gov't qtrs and received the AOR per diem rate from 5-30 Jan.

The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan.

The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb.

The employee departed the stopover point and arrived at the residence on 2 Feb.

Per diem is computed as follows:

Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5 to 30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	\$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
REIMBURSEMENT				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15/day (TDY destination M&IE, lodging \$0)			\$15.00
5 to 30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
PER DIEM REIMBURSEMENT				\$317.75

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 6: QUICK REFERENCE TABLES

4290 QUICK REFERENCE TABLES: PER DIEM FOR TDY TRAVEL OF MORE THAN 12 HOURS

The following tables are for reference purposes only. See Ch 4, Part B for applicable per diem rules. See Ch 4, Part F for meal allowances when JTF operations are involved.

A. Departure Day from PDS⁵

<u>The traveler:</u>	<u>Per Diem is Authorized at:</u>
Arrives at the TDY location (<i>not</i> on a U.S. Installation) on the same day as departure from the PDS.	75% of the TDY locality M&IE rate ¹ , plus lodging cost NTE the maximum TDY locality lodging ceiling ^{2, 4} .
Arrives at the TDY location (on a U.S. Installation) on the same day as departure from the PDS. The traveler occupies Gov't Qtrs.	75% of the TDY locality M&IE rate ¹ , plus the Gov't Qtrs cost ¹¹ .
<p><u>Uniformed Members Only:</u> Member arrives at the TDY location (on a U.S. Installation where Gov't Qtrs are available) on the same day as departure from the PDS. The member elects to not occupy available directed Gov't Qtrs.</p> <p><u>Civilian Employees Only:</u> Employee arrives at the TDY location (on a U.S. Installation where Gov't Qtrs are available) on the same day as departure from the PDS. The employee elects to not occupy available Gov't Qtrs.</p>	<p><u>Uniformed Members Only:</u> 75% of the TDY locality M&IE rate¹, plus the cost of lodging NTE the available Gov't Qtrs cost¹¹. No lodging tax reimbursement.</p> <p><u>Civilian Employees Only:</u> 75% of the TDY locality M&IE rate¹, plus the cost of lodging NTE the TDY locality lodging ceiling⁸.</p>
Travels overnight and no lodging is required.	75% of the next destination locality M&IE rate ¹ (TDY/stopover point) for the departure day.
Stops for the night en route to the TDY location. Overnight lodging is required at a stopover location.	75% of the en route stopover locality M&IE rate, plus lodging cost NTE the stopover locality lodging ceiling ^{2, 4} .
Arrives at the TDY location on the same day as departure from the PDS. A reduced per diem rate is authorized under par. 4095-A.	<p><u>Uniformed Members Only:</u> 75 % of the TDY locality M&IE rate¹ plus lodging cost NTE the TDY locality lodging ceiling^{2, 4}.</p> <p><u>Civilian Employees Only:</u> 75 % of the TDY locality M&IE rate¹ plus lodging cost NTE the TDY locality lodging ceiling^{2, 4}. A reduced per diem rate does not apply on the travel day to that location.</p>

B. Whole Travel Days – CONUS⁵

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
Travels overnight and arrives at a CONUS TDY location (<i>not</i> on a U.S. Installation) on the day after departing the PDS.	The TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost, NTE the TDY locality lodging ceiling ^{2,6} .
Travels overnight and arrives at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The traveler occupies Gov't Qtrs.	M&IE, plus the Gov't Qtrs cost ¹¹ . M&IE may be at the TDY locality rate, or PMR plus \$5 IE if the AO specifies the PMR ⁷ for deductible meals ⁶ . See par. 4205 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality (<i>not</i> on a U.S. Installation).	The TDY locality M&IE, plus the lodging cost, NTE the TDY locality lodging ceiling ² , unless the AO specifies the PMR plus \$5 IE when 1 or 2 deductible meals are provided ^{2,6} . See par. 4205.
Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation) The traveler occupies Gov't Qtrs.	<p>Uniformed Members Only: M&IE, plus the Gov't Qtrs cost¹¹. M&IE may be at (1) the TDY locality rate, (2) Standard GMR⁸ plus \$5 IE, (3) PMR^{6,9,10} plus \$5 IE, or (4) \$5 IE only when the AO directs EUM (pars. 4240 and 4605-C) or 3 deductible meals. See pars. 4090-E and 4605-D for field duty.</p> <p>Civilian Employees Only: M&IE, plus the Gov't Qtrs cost¹¹. M&IE may be at (1) the TDY locality rate, (2) Standard GMR⁸ plus \$5 IE, (3) PMR^{6,9,10} plus \$5 IE. There is no per diem for field duty (pars. 4090-F and 4605-D). See par. 4200 for M&IE rate determination.</p>
<p>Uniformed Members Only: Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation). The member elects not to occupy available directed Gov't Qtrs.</p> <p>Civilian Employees Only: Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation). The employee elects not to occupy available Gov't Qtrs.</p>	<p>Uniformed Members Only: M&IE, plus the lodging cost NTE the Gov't Qtrs cost¹¹. Lodging tax is not reimbursable. M&IE may be at the: (1) the TDY locality rate, (2) Standard GMR⁸ plus \$5 IE, (3) PMR^{6,9,10} plus \$5. IE, or (4) \$5 IE only when the AO directs EUM (pars. 4240 and 4605-C) or 3 deductible meals. See pars. 4090-E and 4605-D for field duty.</p> <p>Civilian Employees Only: M&IE, plus the lodging cost NTE the TDY locality lodging ceiling^{2,7}. M&IE may be at the: (1) the TDY locality rate, (2) Standard GMR⁸ plus \$5 IE, (3) PMR^{6,9,10} plus \$5. IE. There is no per diem for field duty (pars. 4090-F and 4605-D). See par. 4200 for M&IE rate determination.</p>
*Is lodged for a whole day(s) at a CONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095.	*The rate in par. 4250-A or 4095 ^{2,5,7} .

C. Whole Travel Days – OCONUS⁵

The traveler:	Per Diem is Authorized for:
Travels overnight and arrives at an OCONUS TDY location (<i>not</i> on a U.S. Installation) on the day after departing the PDS.	The TDY locality M&IE ¹ (unless the AO specifies the PMR for deductible meals), plus the lodging cost ⁴ , NTE the TDY locality lodging ceiling.
Travels overnight and arrives at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The traveler occupies Gov't Qtrs.	<p>Uniformed Members Only: M&IE, plus the Gov't Qtrs cost¹¹. M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided^{1,6}.</p> <p>Civilian Employees Only: M&IE, plus the Gov't Qtrs cost¹¹. M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided.^{1,6} See par. 4200 for M&IE rate determination.</p>
Is lodged for a whole day at an OCONUS TDY locality (<i>not</i> on a U.S. Installation).	<p>Uniformed Members Only: The OCONUS TDY locality M&IE³, plus lodging⁴, NTE the TDY locality lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the, M&IE is PMR^{6,9,10} plus locality IE³ (par. 4205-A).</p> <p>Civilian Employees Only: The OCONUS TDY locality M&IE³, plus lodging⁴, NTE the TDY locality lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE³ if one or two deductible meal(s) are provided.^{2,6}. See par. 4205.</p>
Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation) The traveler occupies Gov't Qtrs.	<p>Uniformed Members Only: M&IE, plus the Gov't Qtrs¹¹ cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR⁸ (3) PMR^{6,9,10}, or (4) no meal amount when the AO directs EUM (pars. 4240 and 4600) or 3 deductible meals. See pars. . 4090-E and 4600 for field duty. Add the \$3.50 IE³.</p> <p>Civilian Employees Only: M&IE, plus the Gov't Qtrs¹¹ cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR⁸ (3) PMR.^{6,9,10} Add the \$3.50 IE³. There is no per diem for field duty (pars. 4090-F and 4605). See par. 4200 for M&IE rate determination.</p>
<p>Uniformed Members Only: Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation). The member elects not to occupy available directed Gov't Qtrs.</p> <p>Civilian Employees Only: Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation). The employee elects not to occupy available Gov't Qtrs.</p>	<p>Uniformed Members Only: M&IE plus lodging cost NTE the Gov't Qtrs cost^{4,11}. M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR⁸ (3) PMR^{6,9,10}, or (4) no meal amount when the AO directs EUM (pars. 4240 and 4600) or 3 deductible meals Add the \$3.50 IE³.</p> <p>Civilian Employees Only: M&IE plus lodging cost NTE the TDY locality lodging ceiling.^{4,7} M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR⁸ (3) PMR.^{6,9,10} Add the locality or \$3.50 IE.³ There is no per diem for field duty (pars. 4090-F and 4605). See par. 4200 for M&IE rate determination.</p>
*Is lodged for a whole day(s) at an OCONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095-A.	*Per diem at the rate authorized under par. 4250-A or 4095 ^{4,5,7} .

D. Day of Return to PDS⁵

<u>The traveler:</u>	<u>Per Diem is Authorized for:</u>
Arrives at the PDS on the same day as departure from the TDY location.	75% of the last TDY locality M&IE rate ¹ .
Travels overnight (no lodging required) and arrives at the PDS on the day after departing the TDY location.	The departure day from the TDY location, at the last TDY locality M&IE. For the arrival day at the PDS the M&IE rate is 75% of the last TDY locality M&IE rate ¹ .
Requires overnight lodging at a stopover, en route to the PDS, on the departure day from the TDY location.	The departure day from the TDY location, M&IE, plus lodging ^{2,4,5} NTE the stopover locality lodging ceiling. For the PDS arrival day, the M&IE rate is 75% of the stopover locality M&IE rate ¹ .
Requires lodging en route to the PDS, on the day travel ended.	75% of the M&IE rate, plus the lodging cost NTE the locality rate at which lodging was obtained if authorized/approved by the AO. See par. 4140.
Arrives at the PDS on the same day as departure from the TDY location at which reduced per diem was authorized.	Uniformed Members Only: 75% of the TDY locality M&IE rate ¹ . Civilian Employees Only: 75% of the TDY locality M&IE rate ¹ . The reduced rate does not apply on the return day to the PDS.

Footnotes

^{*1} **Uniformed Members Only:** GMR/PMR, a reduced per diem rate IAW par. 4250-A or 4095 and the \$3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any travel day. The PMR for deductible meals can apply on an interim travel day. **NOTE: As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.**

^{*} **Civilian Employees Only:** A reduced per diem rate IAW par. 4250-A or 4095-A and the \$3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any travel day. The PMR for deductible meals can apply on an interim travel day.

² Lodging tax is a separate reimbursable expense (App G) in CONUS and non foreign OCONUS areas.

³ For OCONUS travel pay the locality IE rate except \$3.50 IE rate is paid when the traveler is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation. The AO can determine that an IE of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated incidental expenses when the traveler is not lodged on a U.S. Installation, but must so state in the order.. The AO can also determine the \$3.50 is not adequate when the traveler is lodged on a U.S. Installation and authorize the locality IE rate, but it must be stated in the order.

⁴ Lodging tax *is not* a separate reimbursable expense in a foreign area.

^{*5} Personal laundry/dry cleaning and pressing of clothing cost are incidental expenses per App A.

⁶ On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

⁷ When a reduced per diem rate is authorized in the traveler's order IAW par. 4095-A, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

⁸ **Uniformed Members Only:** The GMR applies if the AO specifies the GMR based on available Gov't dining facility/mess at the installation to which the member is TDY. See pars. 4200-B1b, 4200-B1c, and 4235.

Civilian Employees Only: The GMR applies if the schoolhouse or COCOM/JTF commander (*not an AO*) specifies the GMR based on available Gov't dining facility/mess during training/deployments. See par. 4200-D when schoolhouse training is involved. See par. 4600 for deployments.

⁹ **Uniformed Members Only:** The PMR applies if the AO specifies PMR based on 1-2 Gov't meals available in a Gov't dining facility/mess at the installation to which the member is sent TDY. See pars. 4200-B1b, 4200-B1c, and 4235.

Civilian Employees Only: The PMR applies if the AO specifies PMR based 1-2 Gov't meals available during training/deployments. See par. 4200-D when schoolhouse training is involved. See par. 4600 for deployments/

¹⁰ The PMR applies if the AO specifies the PMR for deductible meals. See par. 4205.

¹¹ Reimbursement for Gov't Qtrs cost is NTE the locality lodging ceiling rate.

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CHAPTER 4: TDY

PART D: TRAVEL

4400 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.

4405 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.

4410 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. 4415-B and 4415-C).

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. 4415-B and 4415-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.

4415 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. 3520-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. 3030 for scheduled travel.
4. See par. 4415-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. 4410-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. 4410-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).

4420 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. 3025-C.

4425 MIXED MODES TRAVEL

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. 3035), partly by POC and partly by common carrier, is computed IAW par. 3025-E or 4765.

4430 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.

4435 RETURN TO PDS DURING EXTENDED TDY

A. General

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

B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (App G) that would have been allowable had the traveler remained at the TDY location ([B-200856, 3 August 1981](#); and [B-214886, 3 July 1984](#)).
2. Return travel must be authorized/approved and included in the travel order/voucher. *This travel is an exception to the policy of scheduling travel during regular duty hours*. Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.
3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. 4440.

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)). **(Civilian Employees Only).**

5. Computation Examples **(Civilian Employees Only)**

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.

3. Contingency Operation (Uniformed Members Only). See par. 7050 for lodging reimbursement if TDY supports a Contingency Operation.

*4. Long Term TDY Flat Rate Per Diem. See par. 4250 for lodging retained at a TDY location while authorized a flat-rate per diem for long-term TDY.

4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS

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

B. Authorized Allowances

1. General. 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.

2. Contingency Operation (Uniformed Members Only). See par. 7050 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

C. Allowances Not Authorized

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

2. Lodging tax is not included in the constructed cost for a CONUS/non foreign OCONUS location as it is a reimbursable expense (App G). Foreign area lodging tax is not a reimbursable expense.

D. Lodging Retained at TDY Location.

*1. General. All costs for lodging retained at the TDY location during a voluntary return are the traveler's financial responsibility, except IAW par. 4250.

2. Exception (Uniformed Members Only). IAW pars. 7050 or 7055.

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 par. 3210-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. 2600 for the current TDY mileage rate; par. 2605 for the current MALT rate; and App A for the GMR.

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

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

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

AEA is not authorized.

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

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

The traveler is due \$1,497.00 (constructed cost since it is less than the actual cost for this example).

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

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
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. 4200-B1b) 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. 4065 and 4080). 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) $\times 2 = 740 \text{ miles} \times \$0.56/\text{mile} =$			<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) $\times \$0.56/\text{mile} =$			<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 =				<u>\$ 336.00</u>
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.		

4445 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.

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

4450 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 **(Civilian Employees Only)**

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.

CHAPTER 4: TDY

PART G: POC TRAVEL

4700 AUTHORIZATION/APPROVAL

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

1. Acceptable to the traveler, and
2. To the Gov't's advantage.

4705 GENERAL

1. *POC travel may not be directed*; but is permitted:
 - a. In the Gov't's interest, or
 - b. For the traveler's convenience.
2. POC use is encouraged when it is to the Gov't's advantage.
3. POC use is authorized in the travel order with the appropriate TDY mileage rate (par. 2600).
4. POC use not authorized in advance of travel may be approved, by the AO in a travel order amendment, after travel. See App I2 for travel order policy and procedures.
5. Reimbursement is authorized for parking fees, ferry fares, road, bridge, and tunnel tolls over the most direct route between the official stations involved (see App G).
6. TDY mileage is based on the DTOD distance between authorized points (DoD Services) or from appropriate distance sources (non DoD Services).
7. Leave is IAW personnel regulations for duty hours missed as a result of POC travel.
8. This Part does not apply to POC use instead of a GOV ([B-183480, 4 September 1975](#)).
9. The per diem rate authorized in the travel order is used for computing per diem.

4710 TRAVELER ELECTS TO USE A POC

- A. General. A traveler may not be prohibited from using a POC on official travel ([FTR §301-70.105](#)).
- B. POC Use Is to the Gov't's Advantage
 1. Per diem/AEA is authorized for allowable travel time (par. 3025-C).
 2. Reimbursement for the official distance is computed at the authorized TDY mileage rate (par. 2600).

C. POC Use Is *Not* to the Gov't's Advantage. If a traveler elects to use a POC instead of the authorized transportation mode (other than GOV), reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and the transportation cost the Gov't would have incurred if travel was performed by the authorized transportation mode. ***No other costs are added to the computation. Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.***

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

4715 800 MILES ROUND TRIP POLICY

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

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

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

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

4725 PERSONNEL TRAVELING TOGETHER

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

B. Traveler Responsible for Paying POC Operating Expenses. The traveler responsible for POC operating expenses (ordinarily the POC operator/owner) is authorized TDY mileage for the official distance (par. 2600).

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

D. Extra Mileage to Transport Official Traveler(s)

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

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

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

4730 PER DIEM

- A. POC Use Is to the Gov't's Advantage. Per diem/AEA is authorized for the allowable official travel time computed IAW par. 3025-C.
- B. POC Use Is *Not* to the Gov't's Advantage. Per diem is computed by comparing the total per diem payable for the:
1. Travel performed, and
 2. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

4735 CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION

- A. General. The Gov't's constructed transportation cost is computed solely on fares/charges for the policy constructed airfare (App A) between authorized points. See par. 4710-C.
- B. Constructed Cost Comparison by Airplane
1. Coach accommodations (par. 3500) on a commercial air carrier are used as the basis for constructed cost.
 2. The Gov't's constructed transportation cost is computed solely on fares/charges for the POLICY constructed airfare (App A) (often contract city pair airfare, par. 3045-D3). See par. 4710-C.
 3. Economy/coach accommodations (including city pair airfares) are presumed available from a carrier when economy/coach is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.
 4. Air transportation constructed costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used. See par. 4710-C.
- C. Constructed Cost Comparison by Train
1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited solely to the constructed cost of coach train accommodations for the travel performed. See par. 4710-C.
 2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.
 3. The constructed cost comparison may be limited by the cost of extra fare service (pars. 2415 and 2420) only when extra fare service has been authorized as being to the Gov't's advantage.
- D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited solely to the bus transportation cost. See par. 4710-C.
- E. POC Transportation. The constructed POC transportation cost includes transportation expenses for:
1. The traveler claiming mileage, and
 2. A traveler(s) performing official travel as a passenger in the same conveyance.

F. Reimbursement. TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount. *Reimbursable expenses associated with driving a POC (e.g., parking, tolls) are not authorized.*

4740 ACTUAL EXPENSE REIMBURSEMENT (Uniformed Members Only)

A. Authorization/Approval. *When it is to the Gov't's advantage*, the AO may authorize/approve actual travel cost, instead of mileage, when:

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

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

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

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

4745 POC REPAIR

A. General. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC travel.

B. Claims Submission

1. **Uniformed Members Only**. A member may submit a claim for these expenses using Service procedures and DoDI 1340.21, Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests.
2. **Civilian Employees Only**. An employee may submit a claim for these expenses using Service procedures and the Personnel Claims Act ([31 USC §3721](#)).

4750 PRIVATELY OWNED AIRCRAFT OTHER THAN AN AIRPLANE (E.G., HELICOPTER)

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

B. Expense Reimbursement

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

4755 PRIVATELY OWNED BOAT

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

4760 TRAVEL TIME

- A. POC Use Is to the Gov't's Advantage. Necessary travel time is allowed.
- B. POC Use Is *Not* to the Gov't's Advantage. Constructed common carrier scheduled travel time is used in computing per diem.

4765 MIXED MODE TRANSPORTATION

- A. General. A traveler who travels partly by POC and partly by common carrier is authorized:
 - 1. TDY mileage for the distance traveled by POC,
 - 2. The transportation cost, and
 - 3. Per diem for actual travel.
- B. Reimbursement
 - 1. POC Use Is to the Gov't's Advantage. Reimbursement is NTE TDY mileage for the official distance, plus per diem.
 - 2. POC Use Is *Not* to the Gov't's Advantage. Reimbursement is NTE the cost of constructed transportation and per diem. See par. 4710-C.

4775 GOV'T ADVANTAGE DETERMINATION

- A. General. POC use:
 - 1. Is authorized when to the Gov't's advantage.
 - 2. Is to the Gov't's advantage when the AO determines that common carrier, Gov't contract rental automobile, or Gov't furnished transportation is not available or its use is not to the Gov't's advantage.
 - 3. Authorization (see App A) is ordinarily made in advance of travel.
- B. Considerations. Gov't advantage determination is based on the following:
 - 1. Mission requirements including transportation of baggage, tools, or equipment;
 - 2. Availability of other transportation and the effect on productive time;
 - 3. Duty locality in relation to traffic conditions, routing, and weather;
 - 4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
 - 5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC;
 - 6. The productive time lost for the additional travel time;

7. POC use more efficient, economical, or results in a more expeditiously accomplished mission;
8. No practicable commercial transportation; and/or
9. Common carrier use would be so time consuming that it would delay the mission.

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

4780 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

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

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

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

for the most direct route.

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

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

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

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

*C. Transportation Terminal Parking Fees. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares. In extenuating circumstances, the AO may waive this cost limitation (e.g., when a short TDY is unexpectedly extended after departure).

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

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

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

E. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.

*3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one way taxicab fares.*

F. Air Terminal Is Member's PDS (Uniformed Members Only). A member may not be reimbursed for POC operating expenses to and/or from the air terminal when performing TDY as an aircrew member, Armed Forces courier, or any other member whose primary duty makes the air terminal a regular duty place.

4785 POC USE BETWEEN RESIDENCE AND TDY STATION

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

4790 POC USE IN AND AROUND PDS OR TDY STATION

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

4795 GOV AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T

- A. General. When a GOV is available and its use is advantageous to the Gov't, but the traveler uses a POC, the traveler is reimbursed at the "Other Mileage Rate" in par. 2600.
- B. Exception. If the AO determines that GOV use would be more expensive, due to unusual circumstances, the traveler may be authorized reimbursement NTE the mileage rate for POC use (airplane, automobile, or motorcycle as appropriate) in par. 2600. See [FTR §301-10.310](#).
- C. GOV Makes the Trip. When a traveler is directed to use a GOV as a passenger or as a driver, with one or more other travelers, but instead uses a POC, mileage reimbursement is not authorized if the GOV made the trip without the traveler.
- D. Reimbursable Expenses. See POC Use on TDY, in App G for reimbursable expenses when a POC is used on official travel.

4797 POC MILEAGE EXPENSES

- A. Reimbursable Expenses. See App G.
- B. Non Reimbursable Expenses. A traveler who is paid TDY mileage may not be reimbursed for fuel, oil, winter plug ins, and trip insurance for travel in foreign countries.
- C. POC Repairs
1. *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not ordinarily reimbursable expenses ICW using a POC on official travel.*
 2. A traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act ([31 USC §3721](#)).

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CHAPTER 4: TDY

PART J: RESERVED

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION d: DEPENDENT TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES****5108 GENERAL**

A. Scope. This Section covers dependent travel situations that are in:

1. Advance of the member's PCS, and
2. The Gov't's best interest.

B. Travel Order. An order authorizing dependent travel and transportation must cite the specific par. under which the travel is authorized.

5110 CALLED/ORDERED TO ACTIVE DUTY

A. TDY Station First Assignment. When a member is called/ordered to active duty, and is:

1. First assigned to a TDY station and then
2. Ordered on PCS,

the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR/PLEAD to the first PDS.

B. Commissioned from Service Academies

1. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authority for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed.
2. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:
 - a. HOR;
 - b. Service academy; or
 - c. Place at which the dependent is acquired.
3. If the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. 5110-B2a or 5110-B2b, as appropriate, applies.
4. This authority is without regard to whether TDY is directed or performed en route.

5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE

A. General. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances.

B. Tour Length Restrictions. The tour length restrictions in pars. 5076-C5 and 5076-D do not apply.

5114 ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED

A. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in this par. if they travel.

B. Dependent Authorized Concurrent Travel with Member

1. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized dependent travel allowances when performed from the dependent's location when the member receives the PCS order to the OCONUS PDS, NTE the travel allowances from the last place transported at Gov't expense to the new PDS.

2. Gov't transportation facilities for transoceanic travel should be used when available.

C. Concurrent Dependent Travel Denied

1. Anticipated Delay to Be for 20 or More Weeks from Member's Port Reporting Month.

a. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

b. A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

2. Anticipated Delay to Be for Less Than 20 Weeks from Member's Port Reporting Month

a. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at Gov't expense to the new PDS.

b. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

D. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

1. CONUS,

2. A non-foreign OCONUS area; if:
 - a. The member was a legal resident of that area before entering on active duty;
 - b. The member's spouse was a legal resident of that area at the time of marriage;
 - c. The member was called to active duty from that area;
 - d. It is the member's HOR; or
 - e. Authorized/approved through the Secretarial Process;
3. An OCONUS location the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour.
 - a. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.
 - b. A dependent cannot be moved again at Gov't expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT.
 - c. A member moving a dependent to a designated place under par. 5114 may move the dependent to the OCONUS PDS at personal expense.
 - d. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at Gov't expense when a subsequent PCS order is issued.

E. Reimbursement for Transoceanic Travel. Par. 5018-C4 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

5116 ORDERED ON A DEPENDENT-RESTRICTED TOUR, TO UNUSUALLY ARDUOUS SEA DUTY, OR TO DUTY UNDER UNUSUAL CIRCUMSTANCES

A. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may leave the dependent at the current location or move the dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

1. CONUS;
2. A non-foreign OCONUS area; if:
 - a. The member was a legal resident of that area before entering on active duty;
 - b. The member's spouse was a legal resident of that area at the time of marriage;
 - c. The member was called to active duty from that area;
 - d. It is the member's HOR; or
 - e. Authorized/approved through the Secretarial Process;
3. An OCONUS location at which the PCS order states the member is to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. 5116-B or 5116-C below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. 5116-B or 5116-C below, or the subsequent accompanied tour; or

4. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. See par. 5296-C second item for related HHG transportation.;
 - a. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
 - b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments. See par. 5144-G.
 - c. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member; and
 - d. A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.

B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit

1. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as in par. 5116-A.
2. A member is authorized dependent travel and transportation allowances under par. 5116 when the old home port/PDS is identical to the new home port/PDS (57 Comp. Gen. 266 (1978)).

C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member:

1. Is permanently assigned to a ship/afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified, or
2. Is transferred by a PCS order to a ship/afloat staff,

the member is authorized dependent travel and transportation allowances from the PDS to a designated place IAW par. 5116-A.

D. Subsequent Authority

1. When a member is:
 - a. Transferred from a dependent-restricted tour to an area that dependent travel is authorized;
 - b. Transferred from a specified ship, afloat staff, or afloat unit in 5116-B2 or 5116-C except when serving a dependent-restricted tour at the new PDS (see par. 5116-A) or another specified ship, afloat staff, or afloat unit (see par. 5116-B or 5116-C);
 - c. On permanent duty aboard a ship or on a staff in par. 5116-B or 5116-C when the ship/staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or
 - d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

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2. Except as in par. 5088-E, dependent travel and transportation allowances are authorized from the dependent's location:
 - a. On receipt of the PCS order in par. 5116-D1a or 5116-D1b; or
 - b. On the date of change of conditions in par. 5116-D1c or 5116-D1d, or
 - c. From the place the dependent was moved at Gov't expense under par. 5116-A or 5116-C, whichever results in the least reimbursement,

to the member's PDS.

3. Dependent travel and transportation allowances are authorized from the:
 - a. Place the dependent was moved under par. 5116, or
 - b. Home port for a ship, afloat staff, or afloat unit if the dependent is there on receipt of the PCS order in 5116-D1b,

to the new PDS.

4. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. 5116-B or 5116-C and the new PDS are identical (57 Comp. Gen. 266 (1978)).

E. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances:

1. From the old home port or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from:
 - a. The old home port to a location other than the new home port, par. 5090 applies.
 - b. A designated place to a location other than the new home port, the authority is limited to that from the designated place to the new home port.
2. From the old home port to the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from:
 - a. A location other than the old home port to the new home port, par. 5090 applies.
 - b. A location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.
3. From the old home port or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

F. Home Port Change Announcement

1. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port.

2. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked.
3. Provisions apply, but are not limited, to a member who has:
 - a. Delayed dependent travel or transportation to the old home port, or
 - b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.
4. Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.
5. Authority for a member in par. 5050-H is not applicable to exception for dependents in pars. 5116-F.

5118 REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED

- A. General. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized at the new PDS, or IAW par. 5116, if the member is to serve an unaccompanied tour at the new PDS.
- B. Subsequent PCS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS the member last departed.
- C. Tour Length Restrictions. If the move is within the same theater, the tour length restrictions in pars. 5174-C5 and 5174-D do not apply.

5120 CONSECUTIVE OVERSEAS TOUR (COT).

- A. General. A member stationed OCONUS who is selected to serve a COT is authorized dependent travel and transportation allowances (see par. 5150 for IPCOT allowances) under this par.
- B. Unaccompanied to Unaccompanied Tour
 1. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the Gov't's best interest.
 2. *This authority may not be delegated.*
 3. This movement is authorized only on a PCS.
- C. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.
- D. Accompanied to Unaccompanied Tour.
 1. General. When a member serves an unaccompanied tour par. 5114-D or 5116-A applies.
 2. Dependent Stays at Old PDS
 - a. A member may leave a command-sponsored dependent at the old PDS.
 - b. This location must be authorized/approved through the Secretarial Process.

c. Delegation may not be below the headquarters that directs dependent transportation policies/procedures for the Service concerned).

d. This location is then a designated place and the member may receive station allowances at the with-dependent rate (see par. 9205-A1).

3. Dependent Status. A dependent is no longer command-sponsored once the member departs PCS per [DoDI 1315.18, Procedures for Military Personnel Assignments](#).

E. Accompanied-to-Accompanied Tour

1. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member serves an accompanied tour at the new PDS.

2. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

5122 CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT

A. General. A member:

1. Ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS.

2. Authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, is authorized travel performed NTE the allowances from the place the dependent was last moved at Gov't expense.

3. Not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS.

B. IPCOT. See par. 5150.

5124 TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY

A. Travel and Transportation Authorized. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS.

B. Travel and Transportation Not Authorized. *Except for assignments involving duty under par. 5116, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).*

5126 CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY

A. General. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes.

B. Allowances. Dependent travel and transportation allowances are authorized from the old home port to the new home port.

C. Unusually Arduous Home Port Change Allowances. Home port change allowances involving units specified as unusually arduous are in par. 5116.

5128 ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF

For determination of dependent travel and transportation allowances, a mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port.

5130 MEMBER ORDERED TO A HOSPITAL IN CONUS

A. General

1. This par. does not apply to a member not authorized dependent travel and transportation allowances under par. 5076.
2. Except as provided in par. 5130-C, authority for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

B. From Duty Stations or Hospitals in CONUS

1. A member on active duty, who is transferred within CONUS from a PDS/TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. 5074-A, to the hospital.
2. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at Gov't expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

C. From OCONUS Duty Stations or Hospitals

1. A member at an OCONUS PDS, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS/designated place, to the first hospital the member is transferred for observation and treatment.
2. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

D. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. 5130-B and 5130-C, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. 5090).

E. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

1. When a dependent did not travel at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the last or any prior PDS or place the dependent was retained (see par. 5074-A) or from a designated place to which previously transported (see par. 5116), as applicable;
2. When a dependent traveled at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the hospital the

member was transferred when the dependent traveled at Gov't expense.

5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW

A. General

1. A member stationed in CONUS, who is placed on involuntarily leave while awaiting completion of appellate review of a court-martial sentence to a punitive discharge/dismissal from the Service, may be provided dependent transportation.

2. Transportation is provided only if authorized/approved through the Secretarial Process. Par. 5138-F applies.

B. Member Restored to Duty. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place travel was authorized when placed on appellate leave to the member's PDS.

C. Final Separation Travel. When a dependent travels at Gov't expense to the HOR/PLEAD, or to some other place under this par., such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION

A. General

1. Per diem or reimbursement for meals and lodging may not be paid ICW travel in this par.

2. A dependent of a member on duty aboard a ship:

a. Being overhauled/inactivated at a place other than its home port, or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. 5134-D in lieu of the member's authority, to the overhaul or inactivation port, NTE the cost of Gov't-procured commercial round trip travel for the member.

3. Such dependent travel, in lieu of member's travel, may be provided on/after the 31st day, and every 60th day after the 31st day after the date the ship enters the overhaul/inactivation port or after the date the member becomes permanently assigned to the ship, whichever is later.

4. A dependent must not be provided transportation under this par. unless the member has been assigned to the ship for more than 30 consecutive days.

5. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization.

6. All travel authorized under this par. must begin before the ship departs from the overhaul/inactivation port.

7. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

B. Ship's Home Port Not Changed

1. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. 7615, in which case dependent travel under this par. is not authorized.
2. The member has the option to alternate travel, i.e., member, dependent, member, each time the authority becomes available.
3. Dependent travel under this par. may not exceed the cost of Gov't-procured round trip travel for the member.

C. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

D. Dependent Travel while the Ship Is Being Constructed

1. When the conditions in this par. are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:
 - a. Ship's designated future home port; or
 - b. Area at which the dependent is residingmay be provided transportation or an allowance for transportation for round trip travel to the construction port from one of the below.
2. The dependent above may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:
 - a. Ship's future home port; or
 - b. Area at which the dependent is residing;
3. Exception: If the member has elected personal travel under par. 7615-D, dependent transportation under this par. is not authorized.
4. A member has the option to personally travel or substitute dependent travel each time the authority becomes available.
5. Authorization for transportation accrues on/after the 31st consecutive day and every 60th day after the 31st day after the date the member becomes permanently assigned to the ship.
6. A dependent that becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip.
7. All travel under this par. must begin before the ship departs the construction port.

E. Transportation Allowances

1. A member whose dependent travel is covered by pars. 5134-A and 5134-D, is authorized one, or a combination, of the following for the authorized round trip travel:
 - a. Transportation-in-kind;
 - b. Reimbursement for the cost of personally-procured commercial transportation (*CTO/TMC use is still MANDATORY*);
 - c. The automobile mileage rate (see par. 2600) for the distance traveled by POC.
2. Gov't transportation must be used to the maximum extent practicable.
3. Reimbursement under par 5134-E1b is subject to:
 - a. Par. 5074-B2, for land travel; and
 - b. Par. 5082, for transoceanic travel.
4. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.
5. Reimbursement under par. 5134-E1b or the mileage under par. 5134-E1c must not exceed the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTERA. General

1. The Services have limited discretionary authority (see pars. 5136-A3 and 5136-A4) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters ([42 USC §5121 et seq](#)) subject to approval by PDUSD (P&R).
2. This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.
3. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication. See DoDI 1315.18 at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.
4. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.
5. See pars. 5050 and 5052 when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS.
6. The member's PCS travel is completed on the reporting date at the new PDS.
7. See par. 10406 and Tables U10E-4 and U10E-5 for housing allowance changes when a Service defers a dependent's travel.

B. Designation of a CONUS Area as a Non-concurrent Travel Application Area.

1. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.
2. Upon designation of a CONUS area as a non-concurrent travel area, dependent travel to locations within the area is not authorized at Gov't expense until the authority designated by the Secretarial Process authorizes/approves the travel.
3. The member selects 'awaiting transportation' location for the dependent when par. 5136-C4, 5136-D2, or 5136-E3 applies.
4. See Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances.
5. The member's new commanding officer may authorize/approve additional travel time when appropriate per Service policy (see par. 5012-C).
6. Pars. 5050 and 5052 are not applicable when the designated place has not been declared.
7. Par. 5136-B3 example: A dependent departs the old PDS en route to the new PDS when the Service declares the new PDS a non-concurrent travel area and directs the dependent to remain at a delay location. Dependent travel and transportation allowances authorized at the 'awaiting transportation' location are:
 - a. TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or
 - b. PCS allowances from that location to a designated place and/or the new PDS at Gov't expense.

C. Delayed Dependent Travel between CONUS PDSs**1. PCS Order**

- a. The member's PCS order must state that dependent travel to the new PDS is not authorized until authorized/approved by the authority designated by the Secretarial Process.
- b. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

2. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at Gov't expense is not authorized.

3. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

- a. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at Gov't expense.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.
- c. The PCS order must be modified to reflect the authorized designated place.

4. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent performs PCS travel en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

1. Delay Travel to New CONUS PDS

- a. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.
- c. The PCS order must state that dependent travel under that order to the new CONUS PDS at Gov't expense is not authorized until authorized/approved by the authority designated by the Secretarial Process.
- d. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at Gov't expense.

2. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This subpar. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

1. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at Gov't expense is not authorized.

2. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

- a. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location.
- c. The PCS order must reflect the authorized designated place.

3. Travel Delayed while the Dependent Is En Route to the New PDS

- a. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

- b. The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Secretarial Process.
- c. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

1. General

- a. This par. applies when dependent(s) travel to a dependent-selected location not authorized by a travel order or performs travel prior to the issuance of an amended/modified PCS order.
- b. Travel and transportation reimbursement for dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

2. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS is Less Than 20 Weeks from the Member's Reporting Date. This subpar. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

3. Anticipated Delay at a Foreign OCONUS PDS for Less Than 20 Weeks from the Member's Reporting Date

- a. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

4. Anticipated Delay is 20 or More Weeks from the Member's Reporting Date

- a. This subpar. applies to a dependent (separately or as a family) who elects to travel, from the member's PDS from which the member is ordered, to a location other than the designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.
- c. Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the Gov't's travel and transportation cost directly from the last place the dependent was moved at Gov't expense to the new PDS.
- d. Pars. 5050 and 5052 are not applicable when the authorized dependent designated place is unknown.
- e. Excess travel costs involving the dependent-selected location are the member's financial responsibility.

5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**A. General**

1. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those in pars. 5138-B, 5138-C, 5138 D, 5138-E and 5140-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel:

- a. From the PDS/place the dependent was last transported at Gov't expense,
- b. To the place the member elects to receive travel allowances under par. 5066.

2. See par. 5206-I for excess cost information and par. 5320-A for authorized HHG transportation.

B. Duty Station Erroneously Designated as HOR

1. An officer who upon:

- a. Being commissioned from an enlisted grade;
- b. Being commissioned in the regular establishment while on active duty as an RC member; or
- c. Accepting a new commission in an RC without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized, upon relief from active duty dependent travel and transportation allowances to the correct HOR if the conditions in 4 and 5 below are met.:

2. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

3. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the service period during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same/another status or in the same/another Uniformed Service, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.

E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks. An RC member who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or
2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less Than the Initial Prescribed Period of Service

1. This subpar. applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to.
2. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Gov't's cost of the least expensive common carrier transportation that would have been furnished.
3. This subpar. does not apply to a member who is:
 - a. Retired for physical disability or placed on the TDRL (without regard to length of service) under [Chapter 61, 10 USC](#) (see par. 5140-A1a(1));
 - b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. 51940A1a(2));
 - c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
 - d. Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve is reduced by the Secretary concerned and is separated or released under honorable conditions;
 - e. Discharged under [10 USC §1173](#) for hardship; or
 - f. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit

1. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for authorization under this par.
2. When travel before the 181st day would impose a hardship on the separated member, a time limit extension (see par. 5000-B6) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings

1. A member, who:
 - a. Is found by a physical evaluation board unfit to perform the duties of the member's grade, and
 - b. Is not authorized to select a home under par. 5068, but
 - c. For the Gov't's convenience, is ordered to a place to await the results of the disability proceedings,

is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested.

2. Dependent travel under this subpar. must not preclude authorization for dependent travel when a disability separation order, or other order, ultimately is issued.

3. Authorization is subject to adjustment upon final disposition of physical disability proceedings NTE the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

5140 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized.

*a. A member on active duty is authorized dependent's travel and transportation allowances to the member's HOS under par. 5068-A from the last PDS or place to which the dependent was last transported at Gov't expense when the member is:

(1) Retired for physical disability or placed on the TDRL (without regard to length of service);

(2) Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (B-160488, 14 February 1967);

(3) Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

(4) Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

b. A member authorized travel to a HOS under par. 5068-A:

(1) Who qualifies under par. 5068-B or 5068-C by traveling to the HOS within the time limits specified, and

(2) Whose dependent travels to a home other than the member's HOS,

is authorized dependent travel and transportation allowances for travel performed NTE the authorization for travel from the PDS, or place to which the dependent was last transported at Gov't expense, to the member's HOS.

c. Except as in par. 5140B, travel to a HOS must begin within 1 year after the member's termination of active duty.

d. In the case of a member who has not moved the dependent at Gov't expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized.

e. A member who is authorized HOS travel under par. 5068-A, may elect dependent travel under par. 5140-A to the member's HOR/PLEAD outside the U.S. under par. 5138-A ([53 Comp. Gen. 963 \(1974\)](#); [54 id. 1042 \(1975\)](#)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. 5138-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

b. During 1-Year Period after Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in/undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. Member Undergoing Education or Training

a. Authorization. A member authorized dependent travel and transportation allowances under par. 5196401a(1) who:

(1) Is undergoing education/training to qualify for acceptable civilian employment on the active service termination date; or

(2) Begins such education/training during the 1-year period after active service termination, or during the longer period authorized/approved under par. 5140-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided the conditions in subpar. b below are met.

b. Conditions. Dependent travel and transportation allowances to the HOS are authorized in subpar. a above, provided that:

(1) Travel begins within 1 year after completion of education/training, or 2 years after the active service termination date, whichever is earlier; and

(2) Transportation is authorized/approved through the Secretarial Process.

Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Other Deserving Cases

a. An extension of the 1-year time limit in par. 5140-B1 or 5140-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. 5140-B1 and 5140-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit.

b. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service.

c. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

d. If additional time is required, the member may request a further extension through the Secretarial Process.

e. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

f. The delays authorized under par. 5140-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

g. See par. 5000-B6 for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS

1. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status.

2. The time limits in pars. 5140-A and 5140-B apply from the date of last release from active duty.

3. If the member dies after the last release, par. 5140-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon release from active duty under honorable conditions to resume the same/different status, authorized dependent travel and transportation allowances to that HOS/PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired

1. A member who is:

a. On the TDRL at the time of discharge with severance pay, or

b. Retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is not authorized dependent travel and transportation allowances ICW discharge/retirement.

2. See par. 5140-A or 5140-B for authority ICW placement on the TDRL.

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member in par. 5140-A dies after claiming personal travel allowances (under par. 5068) to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at Gov't expense.
2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. 5140-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. 5068 from the place the dependent was last transported at Gov't expense.
3. Time Limitations. Time limitations are the same as in par. 5140-B.

G. Member Ordered to a Place to Await Disability Retirement

1. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await a further order ICW disability retirement, is authorized dependent travel and transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another order later is issued.
2. Authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTYA. General

1. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is:
 - a. Later changed to a dependent restricted PDS, or
 - b. Change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty,

authority for dependent travel and transportation allowances to a designated place under par. 5116-A3 is as prescribed in par. 5142.

2. In this subpar. "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

B. Restriction/Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before the dependent begins travel from the member's old PDS, the authority for dependent travel and transportation allowances is determined under par. 5116-A.

C. Restriction or Change in Designation Imposed after a Dependent Begins Travel

1. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. 5142-A.
2. However, the authority in such cases cannot exceed that accruing from the old PDS to the appropriate:
 - a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. 5142-A in the case of a change to a dependent restricted tour, or
 - b. Home port of the ship and from the home port to a place authorized in par. 5142-A in the case of a change in designation of the duty of a ship.

D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. 5142-A where they were located under a prior order on the date they received notification of the restriction/change in designation, no dependent travel and transportation allowances are authorized.

E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location

1. When the restriction/change in designation is imposed after the dependent begins travel from a designated place authorized in par. 5142-A, circuitously or otherwise, on/after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from that designated place to the place they receive notification of the restriction/change in designation and from that place to the previous or a new designated place.
2. The authority cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

1. Designated place in CONUS;
2. Temporary OCONUS location authorized/approved through the Secretarial Process; or
3. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station

1. When the restriction/change in designation is:
 - a. Imposed after the dependent arrives at the member's OCONUS PDS/home port, or
 - b. Not known to the dependent until arrival at/in the vicinity of that PDS,

dependent travel and transportation allowances under par. 5142 are authorized to the same locations and under the same conditions as in par. 5142-F.

2. If dependent evacuation is necessary, par. 6025 applies.

H. Subsequent Authority

1. A member, otherwise authorized dependent travel and transportation allowances under par. 5074-A:

- a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
- b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
- c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS/ship's home port, up to those for travel from the place they were transported under par. 5143 to the PDS/appropriate home port.

2. When the dependent is in CONUS, return transportation to the same/another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS/home port or on the date command sponsorship is granted, whichever is later.

3. If the member elects, the dependent may be retained at the place the dependent traveled under pars. 5142-A through 5142-G until further transportation is authorized.

4. A dependent may be retained at a temporary OCONUS location to which transported under pars. 5142-F and 6025 only when authorized/approved through the Secretarial Process.

5. Dependent travel when the member is not authorized travel and transportation allowances under par. 5076 is governed by par. 6025.

5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. 5116 ([45 Comp. Gen. 208 \(1965\)](#)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized.

3. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

B. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement.

1. When a dependent travels to a designated place under par. 5144-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS.

2. This also applies to return transportation to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. General. A member on a tour of less than the prescribed tour length at a PDS, who used dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

B. Limitations. Authority in this par. is limited:

1. Up to that from the old to the current PDS.
2. To the situation in which a member's tour is extended due to:
 - a. Unusual circumstances, and
 - b. The needs of the Service.
3. To the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment ([B-208861, 10 November 1982](#)).

5148 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO A COURT MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER STATIONED IN CONUS)

A. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

1. Is sentenced by a court martial to:
 - a. Confinement for more than 30 days,
 - b. Receive a dishonorable/bad conduct discharge, or
 - c. Dismissal from a Uniformed Service, or
2. Receives an administrative discharge under other than honorable conditions.

B. Authority. Dependent travel and transportation allowances (including the payment of per diem under par. 5194) are authorized by a Service-designated authority who determines:

1. The authorized destination, and
2. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

C. Travel Request. Travel may be requested by:

1. The member,
2. The member's spouse, or
3. Another dependent (if the member has no spouse, or the spouse is not available).

D. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country. See 5096-G, Note.

E. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

1. Member, or
2. Dependent/ex-spouse, when the member authorizes payment to either of them (B-193430, 21 February 1979).

F. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. 5000-B6), dependent travel must start within 180 days from the date:

1. The court martial is completed, or
2. Of administrative discharge.

5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT

A. General

1. This par. covers authorized dependent travel and transportation allowances for a member stationed OCONUS who is selected to serve an IPCOT.
2. An IPCOT is not an extension; it is another full tour.

B. Unaccompanied to Accompanied Tour

1. Dependent travel and transportation at Gov't expense from a designated place to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served.
2. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

C. Accompanied to Unaccompanied Tour. The provisions of par. 5114-D apply.

D. Accompanied to Accompanied Tour

1. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS the IPCOT is to be served.
2. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

5152 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This par. applies to a dependent (without regard to command sponsorship ([B-158661](#), [22 December 1966](#))) whose sponsor is on active duty and who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status ([37 USC §484](#)), or who dies while entitled to basic pay ([37 USC §476\(f\)](#)).

B. Definitions

1. Dependent. See App A1. When a member, entitled to basic pay, dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Gov't expense to that member's PDS, incident to the member's assignment, and became age 21 while the member was serving at that PDS (see par. 5088-B).
2. Transportation. "Transportation," as in this par., includes transportation in kind or reimbursement under par. 5074-B2, and/or MALT under par. 5154-A.

C. Limitations

1. Destination. Travel at Gov't expense may not be authorized/approved under this subpar. unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service Concerned.
2. Dependent Travel when Member Officially Reported as Injured, Ill, or Absent for More than 29 Days in a Missing Status ([37 USC §484](#))
 - a. General. Authority ends for dependent travel and transportation allowances if the dependent does not begin travel to the final home within 1 year after the date of the official status report.
 - b. Exception. Travel at a later date may:
 - (1) Be authorized/approved through the Secretarial Process IAW [37 USC §484](#).
 - (2) *Not* be authorized/approved for escort travel for the dependent in par. 5152-F.
 - c. Delayed Travel. Gov't funded travel and transportation allowances are not authorized when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.
 - d. Per Diem. *Per diem is not payable ICW dependent transportation authorized in this subpar.*
3. Dependent Travel and Transportation when Member Officially Reported as Dead ([37 USC §476](#))
 - a. Death Occurs On/After 6 January 2006. If a member on active duty dies on/after 6 January 2006, the dependent has 3 years, beginning on the member's date of death to choose a HOS. **Example:** Member died on 10 January 2006. Family had until 9 January 2009 (3 years) to make a HOS.
 - b. Per Diem. Per diem (see par. 5094) is authorized for a dependent authorized transportation in this par., ICW the death of a member entitled to basic pay ([37 USC §476\(f\)](#)).

D. When Authorized1. General

- a. A dependent may be furnished transportation to a member's HOR or to another location as authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:
 - (1) Dead; or
 - (2) Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

(3) Absent for a period of more than 29 days in a missing status.

b. When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. 5152-C2) to reside pending a decision by the dependent as to what location to exercise the authority to a final move at Gov't expense. That final move must be exercised within the time limit in par. 5152-C3.

2. Additional Moves

a. Status Change. A dependent moved under this par. may again be moved under this par. when official notice is received that the member's status has changed from one to another of those listed in par. 5152-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under this par. may be moved again under this par. when the member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authority for dependent travel and transportation allowances under par. 5074 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations/instructions necessary for the judicious administration of the authority in this par.

F. Dependent Escort Travel (10 USC §1036)

1. See Ch 7, Part D, for escort travel accompanying an eligible dependent under this par., when it is determined by the AO/Commanding Officer that:

a. Dependent travel is necessary; and

b. The dependent is incapable of traveling alone because of age, mental or physical incapacity, or other extraordinary circumstances IAW Service regulations.

2. Roundtrip travel and transportation allowances may be paid to any person for travel performed, or to be performed, under a competent order as an escort for the member's dependent, if the travel is performed not later than one year after the member:

a. Dies,

b. Is missing, or

c. Otherwise unable to accompany the dependents.

3. *Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.*

4. Travel and transportation allowances may be paid in advance IAW Service regulations.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: UNIFORMED MEMBERS ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION c: POV STORAGE****5372 CARE AND STORAGE**

- A. Gov't Responsibility. The Gov't 's responsibility begins when the POV is accepted for storage and continues (including during continued storage at traveler's expense) until the POV is delivered to the traveler.
- B. Member Responsibility. See the [SDDC](#) website, and "[Storing Your POV](#)" for the traveler's responsibilities and other requirements related to POV storage.
- C. Limitations. Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.
- D. Additional POVs. A traveler is financially responsible for storage and/or transportation of additional POVs.

5374 DEFINITION

The following definition is used *only* for the purposes of this Section:

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawaii , the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

5376 GENERAL

- A. General. POV storage is in lieu of POV shipment.
- B. Scope
1. This Section prescribes POV storage allowances for eligible members:
 - a. Ordered to a foreign/non-foreign OCONUS (par. 5374) PDS to which a POV is not permitted to be transported, or
 - b. Sent TDY for more than 30 days to a contingency operation.
 2. This section also covers allowances associated with:
 - a. Travel to and from designated storage facilities,
 - b. POV storage preparation,
 - c. Actual storage costs,
 - d. POV preparation for removal from storage, and
 - e. Costs associated with delivery to the next authorized destination (par. 5344).
 3. See App A for the definition of a contingency operation.

5378 ELIGIBILITY

A. General. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS area (par. 5374) PDS; and the
 - a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the U.S. preclude shipment/entry of a POV at Gov't expense into that foreign/non-foreign OCONUS (par. 5374) PDS; or
 - b. POV would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (par. 5374) PDS;
2. Sent TDY for more than 30 days to a contingency operation (App A); or
- *3. Sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage.

B. Storage. The Services, through their Secretarial processes, may designate POV storage facilities.

1. Gov't -procured Storage Available

- a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.
- b. A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost, NTE the Gov't 's constructed storage cost.

2. Gov't -procured Storage Not Available. The member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs when:

- a. Gov't-procured storage:
 - (1) Is not available, or
 - (2) Has not been designated, or
- b. The member is instructed by the shipping/transportation officer to store the POV at personal expense,

C. PCS Order Effective Date. A member is eligible for POV storage:

1. ICW a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997.
2. Upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.

5380 STORAGE IN LIEU OF SHIPMENT

A. General. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited.

B. Limitations. A member who stores a POV at Gov't expense:

1. Is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.

2. May ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS.
3. May not continue to store the POV, at Gov't expense, while shipping another POV to the subsequent OCONUS PDS. This is based on the shipping allowance to the subsequent OCONUS PDS.
 - a. Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.
 - b. Example 2: A member PCSs to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.
4. May not ship a POV that is removed from storage before departing PCS/entering an IPCOT.
5. Who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.

5382 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. If a Service elects:

1. To transport the POV to and/or from the storage location, the member may elect to personally arrange POV transportation. This is the member's option.
2. *Not to transport the POV to and/or from the storage location.*, the member personally arranges the transportation to and/or from the selected storage facility.

B. Gov't -procured Transportation Available to and/or from Storage Facility

1. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.
2. When Gov't -procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is reimbursed for the actual transportation cost NTE the Gov't's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the Gov't's constructed transportation cost.
3. For an OCONUS Traveler, the member is reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/ vehicle port) NTE the Gov't's constructed transportation cost of shipping/transporting the POV.

C. Gov't -procured Transportation Not Available to and/or from Storage Facility. When Gov't -procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is reimbursed for the actual transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. 5012 is allowed for the round trips to deliver and/or pick-up a POV under par. 5382-A.

D. Delivery/Pick-up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
2. ***Vehicle storage transportation reimbursement may only be paid as mileage (par. 2600) and is only for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.*** This limitation does not apply to a member who stored a vehicle commercially with Gov't reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.
3. A roundtrip is authorized to:
 - a. Deliver the POV to the storage facility, and
 - b. Pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup is:
 - a. Not concurrent with PCS travel, or
 - b. ICW TDY on a contingency operation.
5. For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR/PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR/authorized HOS of the member under par. 5068-A1.

E. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travel via the designated storage facility are authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.
2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

F. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

G. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. 5374) PDS with TDY en route, is authorized:
 - a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. 5026);
 - b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
 - c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

2. Pick-Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:
 - a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;
 - b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and
 - c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.
3. Dependent Travel and Transportation Allowances. When a dependent(s):
 - a. Accompanies the member and/or delivers the POV to the designated storage facility, dependent travel and transportation allowances are computed using par. 5092.
 - b. Picks up the POV from the designated storage facility without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5382-F.

5384 STORAGE FACILITIES USED

- A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. 5378).
- B. Personally-procured POV Storage
 1. Commercial Storage Facilities
 - a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).
 - b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. 5378).
 - c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service-designated storage facility.

Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service-designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.
 2. Non-commercial Storage Facility
 - a. General. *Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.*
 - b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.
 - c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

5386 FACTORS AFFECTING POV STORAGEA. Order Amended, Modified, Canceled, or Revoked.

1. A POV stored or shipped after PCS order receipt/notification of deployment on a contingency operation may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Gov't expense, if the PCS/contingency operation notification order is later amended, modified, canceled, or revoked.
2. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions for HHG transportation in par. 5194 apply to this subpar..

B. Storage before an Order is Issued. POV storage is permitted before a PCS order/contingency operation order/notification is issued to a member. A written statement must support the storage request:

1. From the PCS/contingency operation designating AO or the designated representative that the member was advised before such an order/notification was issued, that it would be issued, and
2. Signed by the shipping applicant agreeing to be financially responsible for:
 - a. The entire storage cost if the PCS order/contingency order/notification to authorize storage is not issued later, and
 - b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. 5386-B1 (or return to the current PDS if the contingency order/notification is not issued).
3. The length of time before a PCS order/contingency operation notification is issued, during which a member may be advised that the PCS order/notification is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order/contingency operation notification is actually issued.
4. General information furnished to the member concerning PCS order/contingency operation notification issuance before the determination is made to actually issue the order/notification (e.g., eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. 5374) duty, anticipated contingency departure date, etc.) is not advice that the order/notification is to be issued ([52 Comp. Gen. 769 \(1973\)](#)).

C. Time Limitation. Unless otherwise prescribed in the JTR, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).**5388 RESTRICTIONS**A. Vehicle Size

1. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage cost caused by the vehicle's excess size (par. 2125).
2. The Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member/dependents(s) require the oversized POV for medical reasons.
3. Excess costs are collected IAW Service regulations.

B. Combining POV Size Limitation when Husband and Wife Are Members

1. The size restriction in par. 5388-A may be ignored for storing one larger vehicle at Gov't expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage.
2. Payment for storing the vehicle may not exceed the Gov't's total cost if each member had stored a vehicle within the maximum standard size.

C. **Other Excess Storage Costs.** Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (par. 2125).

5390 CONTINUED POV STORAGE**A. Continued POV Storage for Active Duty Members.**

1. A POV may remain in storage at Gov't expense for up to 90 days after the member returns from:
 - a. An OCONUS PDS (par. 5374) to which the POV could not be shipped, or
 - b. TDY on a contingency operation.
2. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay**1. Separation from Service or Relief from Active Duty**

- a. A member, separated from the Service/relieved from active duty who has a POV in storage under par. 5378, is authorized continued POV storage until the 180th day after the active duty termination date, *unless specifically prohibited in par. 5320.*
- b. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay.

- a. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. 5378, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death).
- b. The authority and circumstances in par. 5318 apply for extending the 1-year storage limit.
- c. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

3. **Pickup/Delivery Out of Storage.** Pickup/delivery out of storage is authorized at Gov't expense, regardless of time in storage (as long as the member's order is valid). This includes storage that has been converted to storage at the member's expense.

5392 FUNDS ADVANCE

Authorized POV storage costs may be paid in advance.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 9: TEMPORARY LODGING****5434 CONUS TEMPORARY LODGING EXPENSE (TLE)**

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

B. TLE Authorized

1. General. A member is authorized TLE reimbursement NTE the number of days authorized in par. 5434-D:

- a. Before leaving the old CONUS PDS, designated place (App A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS;
- b. After arriving at the new CONUS PDS, designated place , and the member's first PDS, if the member is reporting there from HOR or initial technical school;
- c. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS);
- d. For the elapsed time between PDSs when per diem is not payable;
- e. When the member's PCS order is cancelled or revoked after the member occupies temporary Qtrs. The member is authorized TLE reimbursement up to the maximum number of days allowable;
- f. Upon initial arrival at a CONUS PDS and waiting for Gov't Qtrs assignment, or while completing arrangements for other permanent living accommodations when Gov't Qtrs are not available.
- g. When a Selected Reserve member is authorized limited PCS allowances from home to duty station IAW par. 7400.
- h. For an acquired dependent(s) for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired, or
- i. Incident to a move when entering active duty to the first PDS.

2. TLE Location. The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place , and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

3. Examples

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

- (1) Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- (2) At a designated place (App A1) en route; and/or
- (3) Near the new PDS before (or after) the member checked into the new activity at the new PDS.

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

- (1) The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- (2) A designated place en route as described in the 8-day example.

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

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part A3c); or
5. On behalf of dependent(s) relocating for personal safety (par. 5106); or
6. When ordered to ITDY.

D. Time Limitations

1. CONUS. TLE reimbursement is limited to 10 days for a member who:

- a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (par. 9150); or
- b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS; or

2. OCONUS. TLE reimbursement is limited to 5 days for a member who:

- a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (par. 9150); or
- b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS designated place, but not OCONUS (par. 9150).

E. Temporary TLE Increase

1. General. The maximum temporary TLE increase period is 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:

- a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
- b. A sudden increase in the number of members assigned to the PDS.

2. TLE Temporarily Increased Locations:

<u>Location</u>	<u>Effective Dates</u>	<u>Number of TLE Days</u>
Tyndall AFB, FL (and any PDS in Panama City, FL)	12 March 2014 - 30 Sep 2014	60 (authorized in 10-day increments)

3. Limitations

a. Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location.

b. On departure from an extended TLE location, the '10-day' or '5-day' TLE length rules apply.

4. Reimbursement Criteria. Reimbursement for a location authorized a temporary TLE increase (par. 5434-E2) is based on the following criteria:

a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.

b. The member is eligible for 5 or 10 days, whichever is applicable per par. 5434, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

5. Examples

a. Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).

b. Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

F. Temporary Qtrs

1. General. Temporary Qtrs for the member/dependent(s):

a. Must be a temporary residence; and

b. Must be in the vicinity of the old and/or new PDS/designated place ; and

c. May be allowed if assigned family type Gov't Qtrs are not occupied because:

(1) HHG have not been shipped from the old PDS; or

(2) HHG have not been received at the new PDS; or

(3) Gov't Qtrs are undergoing repair/renovation; or

(4) HHG have been packed, picked up and/or shipped from the losing PDS; or

(5) For similar reasons.

2. Lodging Receipts. Lodging receipts are required by [DoDFMR 7000.14-R, Volume 9](#).

3. Lodging with Friends/Relatives. When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

G. Reimbursement

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

- a. Each may be reimbursed up to \$290/day, and
- b. Both may not claim the same dependent(s) for TLE on the same days, and
- c. One member may not claim the other member for TLE payment, and
- d. TLE *may be paid*, in addition to TQSE for civilian employees, (Ch 5, Part B9) as long as TLE and TQSE payments cover different expenses. *Duplicate payment for the same expenses is not authorized.*
- e. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

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

3. Maximum TLE Reimbursement. :

a. General

- (1) A member may be reimbursed a maximum of \$290/day for TLE expenses when the member and dependent(s) occupy temporary Qtrs on the same or different days ([B-221732, 10 April 1987](#)); and
- (2) A member may choose the days TLE is claimed when occupying temporary Qtrs on different days than the dependent(s); and
- (3) Dependent(s) may occupy temporary Qtrs on different days, but TLE is determined as if lodgings were occupied on the same days; and

b. Gov't Qtrs

- (1) A member should use adequate and available Gov't Qtrs on the U.S. Installation from which departing and/ or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival.
- (2) There is no requirement to use Gov't Qtrs in the vicinity of a designated place (see App A).
- (3) For TLE purposes, when Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost or locality lodging rate, whichever is lower.
- (4) Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.
- (5) Availability/non-availability must be documented by the member by one of the following:
 - (a) Confirmation number provided by the Service's lodging registration process; or
 - (b) The date the member attempted to make reservations, and the phone number and name of the billing office PoC; or

(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the Gov't Qtrs PoC(s).

4. Reimbursement Example:

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

5. Reimbursement Computation

- a. Step 1: Determine the Daily Lodging Ceiling and M&IE Rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

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

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

1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
 2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).
- b. Step 2: Determine the Lodging Cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.
 - c. Step 3: Determine the Gross Daily Equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.
 - d. Step 4: Determine the Applicable Daily Rate. Compare \$290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

H. TLE Computation Examples. The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only (current Standard CONUS per diem rate, par. 2025).

1. Member with No Dependents

*A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	*65% x \$83 = \$53.95
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	*\$47.50 vs. \$53.95 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

2. Member with 3 Dependents

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

3. Member Married to Member with 2 Dependents

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

4. Member Married to Member with 2 Dependents, when Each Member Claims the 2 Dependent Children for Different Days

<p>A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Gov't Qtrs are not available. <i>NOTE: In this example, each member claims the two dependent children but for different days.</i> The members are authorized TLE, computed as follows:</p>	
Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate).	
M&IE	125% x \$56.00 = \$ 70.00
Lodging	125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.25 \$186.25/day x 10 days = \$1,862.50
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate).	
M&IE	125% x \$56.00 = \$70.00
Lodging	125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.26 \$186.25/day x 10 days = \$1,862.50
<p>The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$3,725 (\$1,862.50 + \$1,862.50).</p>	

5. Member with a Spouse and 2 Dependent Children

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

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

6. Member Occupies Temporary Qtrs at New PDS and Spouse and Dependent Children Occupy Temporary Qtrs at Old PDS**Example 6 -- TLE ALLOWANCE**

*A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April) at \$52/night (\$47 plus \$5 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18 to 29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$132 (\$86/ \$46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that Gov't Qtrs are not available at either location. The member is authorized TLE, computed as follows:

	Member (New PDS)	Dependent(s) (Old PDS)
1. Determine max rate (Given percent x locality rate) M&IE Lodging	65% x \$46.00 = \$29.90 *65% x \$83.00 = *\$53.95	100% x \$46.00 = \$46.00 *100% x \$86.00 = *\$86.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	*\$52.00 vs. \$53.95 *\$52.00	*\$60.00 vs. \$86.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	*\$29.90 + \$52 = *\$81.90	\$46.00 + \$60.00 = 106.00
Combined Total:	*\$81.90 + \$106.00 = \$187.90	
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay *\$187.90.	*\$290.00 vs. \$187.90 *\$187.90/day x 10 days = *\$1,879.00	

7. Member with Spouse and 3 Dependent Children

Example 7 -- TLE ALLOWANCE Two Rooms Occupied	
A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%)	195% x \$51 = \$99.45
M&IE	195% x \$115 = \$224.25
Lodging	
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

I. Funds Advance

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

5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

TLA is an allowance intended to *partially* pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. See Ch 9, Part C for information on TLA.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 11: SERVICE AGREEMENTS****SUBSECTION e: AGREEMENT VIOLATION****5846 AGREEMENT VIOLATION**

- A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.
- B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part.
- C. Agreement Violation. A violation includes failure to:
1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
 2. Report for duty;
 3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
 4. Use travel and transportation allowances within a reasonable time after separation.

5848 AGREEMENT VIOLATION PENALTIES ([FTR §302-2.14](#))

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the Gov't all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. 5854 and 5856 for agreement violations.

5850 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21); or
2. Duplication of travel and transportation allowances under separate statutes.

5852 RESPONSIBILITIES

- A. Employee. An employee:
1. Is responsible for reporting to the designated PDS,
 2. Who:
 - a. Does not arrive at the new PDS, or
 - b. Upon arrival at the new PDS refuses to perform the mission, or

c. Resigns

is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

*3. May be indebted to the GOV'T for travel, transportation, and relocation expenses incurred on behalf of an employee under other circumstances in this Chapter ([CBCA 3804-RELO, 24 June 2014](#)).

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;
2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer1. Travel and Transportation Allowances Determination

- a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.
- b. A determination must be made prior to processing the employee's separation.
- c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

- a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.
- b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.
- c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the Gov't, the officer must immediately initiate collection IAW appropriate finance directives.

5854 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the Gov't's interest; or
2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the Gov't for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. **Example 1**. An employee at PDS A is required to serve 12 months.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. After serving 4 months at PDS B, the employee resigns.
 - c. Under these conditions, the employee is indebted to the Gov't for the travel and transportation allowances and cost paid by the Gov't ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. **Example 2**. An employee at PDS A signs a 12-month service agreement.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. The employee serves 7 months at PDS B and then resigns.
 - c. The total service at PDSs A and B is 13 months.
 - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
 - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

5856 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves Gov't service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Gov't for travel and transportation allowances and costs associated with the move to that PDS (see par. 5848) of:
 - a. The employee;
 - b. The employee's dependents;
 - c. HHG including SIT and NTS of HHG;
 - d. A POV; and
 - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See [B-184948, 18 November 1975](#).
4. Pars. 5856-A and 5856-B apply to each OCONUS employee.
5. Additional penalty conditions in par. 5856-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons *unacceptable* to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.
2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.
3. Is *not* authorized to return POV transportation.
4. May *not* be provided Gov't funded commercial transportation.
5. Who has insufficient funds, may be authorized repatriation transportation in par. 7430.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:
 - a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;
 - b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
 - c. HHG transportation (including SIT) from the former PDS to the last PDS;
 - d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and
 - e. The MEA paid for a transfer from a former to the last PDS.
2. Unused Allowances Accrued under a Prior Agreement
 - a. The employee is authorized:
 - (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.
 - (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.
 - (3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Gov't

service.

- b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.
- c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.
- d. If the amount available to be applied to these costs equals/exceeds the costs, the Gov't may procure and pay for such transportation in full.
- e. If the amount available is less than the cost, the Gov't may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.
- f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.
- g. Additional penalty conditions for DODEA teachers are in par. 5856-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

- a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:
 - (1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;
 - (2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and
 - (3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.
- b. If the PDS is different, the employee is:
 - (1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.
 - (2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from Gov't service. These credits and any remaining liability are computed as in par. 5856-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. 5848), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or Qtrs value repayment responsibility.

5858 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.
2. The common user tariff rate must be used in computing the AMC transportation cost.
3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.
4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Gov't cost, without tax, for the accommodations furnished under par. 3045. The employee must be allowed appropriate credit for Gov't-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the Gov't

1. An employee's financial responsibility to the Gov't must be based on travel to/from the first PDS following a period of RAT.
2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are *not* the employee's financial responsibility.

G. Return Travel Costs

1. Gov't's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Gov't's obligation is fulfilled.
2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:
 - a. Is authorized Gov't transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.
 - b. May be authorized repatriation transportation (see par. 7430) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. 7430 are met.
 - c. May provide the transportation and be reimbursed for the Gov't's share upon submission of an appropriate voucher.
 - d. Must furnish receipts for claimed expenses. See par. 2710 and DoDFMR 7000.14-R, Volume 9.
 - e. Is responsible for reimbursement of the Gov't's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. 2415.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

**SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT**

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. 2600 prescribes current TDY mileage rates and par. 2605 prescribes current MALT rate.

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Station	Munich, Germany
Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.
TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	\$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	<u>+\$ 16.00</u>
TOTAL	\$265.00
CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	<u>+\$ 8.00</u>
TOTAL	\$132.50
Liability \$265 - Credit \$132.50 = \$132.50 due to the Gov't. There is no further Gov't liability. Statement approved:	
_____ A. B. Person, Civilian Personnel Officer 17 January 2011	
<u>Explanation:</u> The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Gov't for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Gov't expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.	

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 lbs.) are transported to London at Gov't expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 lbs.) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Gov't expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 lbs.) were transported at Gov't expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from Gov't service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	\$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	+\$ 1,000.00
TOTAL	\$3,130.50

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	\$ 836.00
Packing, crating, drayage of HHG in London	90.00
Transportation, SIT and unpacking of HHG (8,750 lbs.) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	+\$ 12.00
TOTAL	\$2,178.00

(4) Liability \$3,130.50 - Credit \$2,178 = \$952.50 due to the Gov't. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 lbs. of HHG are transported to Ankara at Gov't expense. The son remains in Atlanta to attend school and at the end of nine months travels at Gov't expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished Gov't transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from Gov't service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	\$ 500.00
Transportation HHG (8,700 lbs. gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	<u>+\$ 180.00</u>
TOTAL	\$1,520.00

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340. Since the employee was authorized a credit of \$1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Gov't paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 8: LODGING ICW LEAVE/AUTHORIZED ABSENCE

UNIFORMED MEMBERS ONLY

7050 LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION

A. Authorized Absence. For the purpose of this par., this term means that the:

1. Member is in an authorized leave status, or
2. Member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned ([37 USC §474b\(d\)](#)).

B. General. A member in a TDY status:

1. Deployed in support of a contingency operation; and
2. Who retains lodging at the TDY location during an authorized absence;

may be reimbursed lodging expenses as a miscellaneous reimbursable expense (App G).

C. Eligibility. Lodging retained at the TDY location is reimbursable when the member:

1. Is TDY in support of a contingency operation for more than 30 days, *and*
2. Immediately before taking the authorized absence, was performing duty away from the member's home/PDS, *and*
3. Was receiving per diem for lodging expenses because Gov't Qtrs were not available at no cost to the member, *and*
4. Returns to the TDY location before the end of the authorized absence.

D. Reimbursement

1. Limitations

- a. During an authorized absence, per diem is not authorized for a member who is returning to the PDS/home for the weekend.
- b. Lodging retained at the TDY station is a reimbursable expense (App G).

2. 'Lodging Plus'

- a. Lodging retained during an authorized absence is a reimbursable expense (App G).
- b. Lodging reimbursement must not exceed the lodging portion of the per diem rate for the TDY location for each day.

c. Reimbursement authority for an authorized absence, during a contingency operation, applies only when the computation provisions of par. 4155 covering an authorized absence period do not fully reimburse for the TDY location per diem-related [lodging](#) costs.

*3. Flat Rate Per Diem Allowance. If the traveler is paid a long term flat rate per diem allowance (55% or 75%) IAW par. 4250:

*a. The traveler is authorized out of pocket expense reimbursement.

*b. Reimbursable lodging expenses (App G) may not be more than what the traveler would have received if the authorized absence had not been taken.

c. Example

<p>*1. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4250) and renting an apartment (\$1,200/month).</p> <p>*2. The authorized per diem rate is \$79 (i.e., 55% of the locality rate of \$142 rounded up to the next dollar).The lodging portion of per diem is \$50.05 (55% x \$91)</p> <p>*3. The traveler is reimbursed \$50.05/day x 30 days = \$1,501.50 per 30-day month for lodging.</p>
Scenario 1
<p>*1. The traveler returns to the PDS once during the first month. The traveler is not paid per diem for the 2 days/nights spent at the PDS.</p> <p>*2. The traveler incurs \$40 (i.e., \$1,200/30 days) per night lodging expenses.</p> <p>*3. Since the traveler is authorized \$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$80 for retained lodging expense incurred during an authorized absence.</p>
Scenario 2
<p>*1. The traveler takes 7 days leave during the third month. The traveler is not paid lodging per diem for 7 days/nights of leave.</p> <p>*2. The traveler is authorized \$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$280 for retained lodging expense incurred during the authorized absence.</p>

4. Reimbursement authority for an authorized absence during a contingency operation applies only when par. 4155 computation provisions, covering an authorized absence period, do not fully reimburse the TDY location per diem-related [lodging](#) cost.

7055 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION

A. General. A member may be reimbursed for TDY lodging expenses as a reimbursable expense (App G) when the member:

1. Is TDY to a location for more than 30 days, and
2. Takes leave from the TDY location to the evacuated dependents' safe haven location.

B. Eligibility. A member is eligible for reimbursement for lodging retained at the TDY location, when the member:

1. Receives per diem to cover TDY lodging expenses because Gov't Qtrs are not available at no cost to the member, and
2. Returns to the TDY location immediately after completing the authorized leave.

C. Reimbursement

1. The member is authorized reimbursement for lodging retained at the TDY location, during leave, NTE the lodging portion of the [per diem rate](#) for the TDY location for each day.
2. Reimbursement authority for leave during an evacuation applies only when the computation provisions of par. 4155 covering a leave period do not fully reimburse for the TDY location per diem-related lodging costs.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART B: MEDICAL TRAVEL****SECTION 2: SPECIALTY CARE TRAVEL OVER 100 MILES****UNIFORMED MEMBERS ONLY****7095 TRAVEL TO SPECIALTY CARE OVER 100 MILES**

A. General. Travel to specialty care over 100 miles applies in the following special circumstances:

1. TRICARE Prime Enrollee

a. Conditions. The patient must be a TRICARE Prime enrollee referred by the primary care manager (PCM) for medically necessary nonemergency specialty care more than 100 miles from the PCM's office.

b. Mileage Determination. The Military Treatment Facility (MTF), at which the TRICARE Prime member is enrolled, or the Lead Agent (if the TRICARE Prime member is enrolled with a civilian PCM) determines if the specialty care is more than 100 miles from the PCM.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. 7095-A1a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. 2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

2. Retired Member with a Combat Related Disability

a. Conditions. The patient must be a retired member with a combat related disability, who is not a TRICARE Prime enrollee, referred by a primary care provider for follow-on specialty care, services and supplies, for that particular disability, more than 100 miles from the primary care provider's office.

b. Mileage Determination. The TRICARE Regional Office located in the region where the retiree resides determines if the specialty care is more than 100 miles from the primary care provider's office.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. 7095-A2a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. 2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by a primary care provider.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity/Health Plan Operations memo of 14 July 2009; and USD (P&R) memo of 31 August 2009.

B. Applicability

1. Authorized. Travel under this Part may be provided to a:

- a. Covered beneficiary enrolled in TRICARE Prime; and/or
- b. Retired member/dependents (IAW par. 7095-A) if the retiree/dependents are TRICARE Prime enrollee(s); and/or
- c. Retired member *with a combat related disability*, who is not a TRICARE Prime enrollee.

2. Not Authorized. The following are not authorized travel under this Part:

- a. Active duty members (par. 7085); and
- b. Dependents overseas authorized travel under par. 7105.

C. Transportation

1. General. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved.

- a. Gov't Transportation Used. When practicable, Gov't transportation should be used.
- b. Gov't Transportation Not Used. When Gov't transportation is not available, or is not practicable, patients may be transported by one of the following modes:

- (1) Gov't procured commercial transportation, and/or
- (2) Personally procured commercial transportation (par. 2400), and/or
- (3) POC.

2. Reimbursement

a. Personally Procured Commercial Transportation Used. Reimbursement:

- (1) Is authorized for the actual cost of the transportation used,
- (2) Must not exceed the Gov't's cost if Gov't/Gov't procured transportation is available, and
- (3) Is authorized for actual expenses incurred for the round trip transportation cost between:
 - (a) Home and terminal, and
 - (b) Terminal and the specialty care provider facility, and
 - (c) The specialty care provider facility and lodging (for all trips the patient must make between these two places). The transportation mode used should be the least costly mode available that adequately meets the patient's needs.

*b. POC Used If a POC is used, the patient is authorized the Other Mileage Rate (see par. 2600) for the official distance between the residence and the specialty care facility, and reimbursement for highway,

bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required. Use odometer readings for distances between those locations listed in par. U7175-C2a(3) above.

c. Gov't Procured Transportation Used. Reimbursement is authorized for actual expenses incurred for the round trip transportation cost between:

- (1) Home and terminal, and
- (2) Terminal and the specialty care provider facility, and
- (3) The specialty care provider facility and lodging (for all trips the patient must make between these two places).

D. Lodging and Meals

1. Authorized Reimbursement. Reimbursement NTE the locality per diem rate for the location concerned is authorized for the actual cost of the patient's:

- a. Lodging (including tax, tips, and service charges), and
- b. Meals (including tax and tips, but not including alcoholic beverages).

2. Reimbursement Limitations. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the specialty care provider (medical or dental) facility location per diem rate.

3. Lodging Tax

a. CONUS and Non-foreign OCONUS Locations (App A). Lodging tax is:

- (1) Not included in the locality per diem lodging ceiling.
- (2) A reimbursable expense (App G) except when 'MALT Plus' for POC travel is paid.

b. Foreign OCONUS Locations (App A). Lodging tax is:

- (1) Included in the locality per diem lodging ceiling.
- (2) Not a reimbursable expense (App G).

E. Reimbursable Expenses. Reimbursement is not authorized for expenses not specifically authorized in par. 7095-D. *Other expenses in App G are not authorized.*

F. Administrative Provisions

1. An order authorizing/approving patient transportation to a specialist for medical care must cite par. 7095 as authority.
2. A written statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW 10 USC §1074i must support the order.

7100 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

- A. General. If a patient meets the par. 7095-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant.
- B. Requirement. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.
- C. Travel and Transportation Allowances. Allowances are authorized, as stated, for the following persons as an attendant:
1. Uniformed Member as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.
 2. A Civilian Employee as an Attendant. A U.S. Gov't civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.
 3. Another Person as an Attendant
 - a. A person other than a uniformed member or U.S. Gov't civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, is issued an ITA or included in the patient's order and identified as an attendant.
 - b. This person is authorized reimbursement of reasonable travel expenses as in pars. 7095-C and 7095-D.
- D. Reimbursement Limitation. The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid mileage when traveling by POC).
- E. Beneficiary Questions Regarding Nonmedical Attendant Allowance. A beneficiary with questions about the nonmedical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART H: TRAVEL ICW A WOUNDED/ILL MEMBER****SECTION 1: **UNIFORMED MEMBERS ONLY****

NOTE: *Cadets/midshipmen are not eligible for designated individual transportation.*

7315 TRAVEL TO VISIT A WOUNDED/ILL MEMBER

A. **General.** Ordinarily, not more than three designated individuals (see par. 7315-B) of a member described in par. 7315-A1 or 7315-A2 may be provided transportation and per diem under par. 7315 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three designated individuals in extenuating circumstances. See par. 1015-C for claims and App E1, par. A2q for ITA authority.

1. Active Duty Member Including an RC Member on Active Duty

a. **Seriously Wounded, Ill or Injured.** Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

*b. **Hospitalized as Result of Combat Wound or Injury.** Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. 7315-A1a, who has a wound or an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone and who is hospitalized in a medical facility in the U.S. for treatment of that wound or injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authority must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. **RC Member Entitled to Disability Pay and Allowances.** Transportation and per diem is authorized to visit an RC member entitled to disability pay and allowances under [37 USC §204\(g\)](#), who is physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing IDT (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

[DoDFMR, Volume 7A, paragraph 570604, and table 57-3](#) or [COMDTINST M7220.29B par. 12-Q and figure 12-1](#) for a Coast Guard member.

3. **Member Retired due to Wound, Illness or Injury.** Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authority does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment. In the case of a member who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon and the military medical facility commander or head. If the designated individual is a:

a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

b. Civilian Employee: A Gov't civilian employee is authorized the TDY travel and transportation allowances in regulations used by the agency/department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.

c. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (App E1, par. A1). The individual is authorized the allowances in pars. 7315-C, 7315-D and 7315-E.

2. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment. However, during any one time period, there may only be three designated individuals paid per diem –this number is reduced by the number of non-medical attendants authorized during any period the member is authorized one or more non-medical attendants IAW par. 7200. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

C. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the designated individual's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the designated individual is necessary for the member's health and welfare:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);

c. Automobile mileage rate (see par. 2600) for the official distance traveled by POC.

Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. 7300-C1b is subject to par. 5074-B2 for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7315-C1c.

2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant IAW par. 7200. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

D. Per Diem. When a designated individual is authorized a round-trip to and from a medical facility at Gov't expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. 4175 for voluntary trips away from the medical facility site does not apply to par. 7314-D.*

E. Reimbursable Expenses. The reimbursable expenses listed in App G incurred incident to travel under par. 7315 may be reimbursed. Receipt requirements are the same as those in par. 2710.

CHAPTER 9: STATION ALLOWANCES

PART B: COST-OF-LIVING ALLOWANCE (COLA)

UNIFORMED MEMBERS ONLY

9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. *An allowance to cover official entertainment expenses is not authorized by [37 USC §405](#) and is not included in the JTR.*

B. Allowances Payable. The COLA index for each OCONUS location is shown in App J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, par. 9200; when a dependent resides at a location other than the PDS ICW an unaccompanied assignment, par. 9205; or when a dependent is evacuated, par. 9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, App J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in App J, Part II, reimbursement may be authorized for specific locations and specific types of expenses.

9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. 9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized 'MALT-Plus' per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or
2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. 9220,
2. COLA is authorized during a PCS between PDSs in close proximity under par. 9110, or
3. Member without Dependent Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependent is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependent is authorized COLA based on the old home port until the day the member moves back aboard the ship.

9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

9115 COLA FOR A MEMBER WITHOUT DEPENDENT

A. Reduced COLA. A reduced COLA is paid to a member when both Gov't Qtrs and a Gov't dining facility/mess are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW App J for a member with 0 dependents living in private sector housing. The rate for Reduced COLA is currently 63% of the 'without dependent' rate.

B. Gov't Dining Facility/Mess Availability

NOTE 1: For COLA purposes – If the permanently assigned member purchases meals, or receives meals using a meal card provided for that purpose or receives meals at no cost at a Gov't dining facility/mess (par. 9000-E and App AI), then a Gov't dining facility/mess is available.

NOTE 2: The decision on COLA authority for a member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the:

- a. Dining facility/mess is actually available to the member,
- b. Member is expected to purchase food for preparation in the Gov't living Qtrs, and
- c. Gov't Qtrs have facilities to keep and prepare food for meals.

Gov't Qtrs are further defined within this Part as barracks which may be dormitory and shipboard Qtrs.

NOTE 3: If the commander authorizing COLA expects the member to cook and consume meals in the Gov't living Qtrs, then COLA for a member with 0 dependents is authorized. However, if the member continues, or is expected to continue, to eat the majority of meals in the Gov't dining facility/mess because meal preparation in the Gov't Qtrs is not expected or permitted, the Reduced COLA rate is authorized. A member, who routinely eats 2 or more meals a day in the dining facility/mess is only authorized to receive the Reduced COLA rate.

1. Member with Gov't Qtrs and Gov't Dining Facility/Mess Available. A member who has Gov't Qtrs available at the PDS (including aboard a ship) and a Gov't dining facility/mess available, is authorized the Reduced COLA rate. **The presence of a non-command-sponsored dependent at or near the PDS is not a reason for a member to receive COLA at the 0-dependent rate.** In that situation, the member is still only authorized Reduced COLA rate.
2. Member with Gov't Qtrs Available but without a Gov't Dining Facility/Mess Available. A member who has Gov't Qtrs available but who does not have a Gov't dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in App J for a member with 0 dependents.
3. Member with Gov't Qtrs Available but for Whom Gov't Dining Facility/Mess Use is Impractical. A member who has Gov't Qtrs available, but whose commanding officer/installation commander, or delegated designee, furnishes a statement that Gov't dining facility/mess use is impractical due to mission or operational needs (not personal convenience), is authorized the COLA computed as indicated in App J for a member with 0 dependents. The responsible commanding officer/installation commander, or the delegated designee for dining facility/mess usage, cannot determine that Gov't dining facility/mess is unavailable for a member who eats 2 or more meals a day in a Gov't dining facility/mess. See par. 1035

4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Gov't Qtrs are not available and who is authorized to mess separately (i.e., away from a Gov't dining facility/mess), is authorized COLA computed as indicated in App J for a member with 0 dependents.

5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in App J for a member with 0 dependents (par. 9210).

6. Member Authorized to Occupy Other Than Gov't Qtrs. A member in grade E-7 or higher, who has no dependent, has elected to not occupy Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

7. Member without Dependent Who Elects Not to Occupy Inadequate Gov't Qtrs. A member in grade E-6, who has no dependent, has elected to not occupy *inadequate* Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

8. Member Who Has No Dependent and Is Assigned to a Ship. A member who:

- a. Has no dependent,
- b. Is assigned to permanent duty aboard a ship,
- c. Is in grade E-6 or above and elects not to occupy assigned shipboard Gov't Qtrs, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Gov't Qtrs, and
- d. Occupies private sector housing,

is authorized COLA computed as indicated in App J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each member of a member-married-to-member military couple (both below grade E-6) is authorized COLA as specified in App J for a member with 0 dependents if the spouses:

- a. Have no other dependent,
- b. Are assigned to permanent duty aboard ship(s),
- c. Elect to not occupy assigned shipboard Qtrs, and
- d. Occupy a private sector housing.

10. Member in Confinement. A member without dependent is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

*C. Leave Periods. If a member without dependents takes leave away from the OCONUS PDS, COLA continues for the first 30 days and stops on day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave.

9120 NON-COMMAND-SPONSORED DEPENDENT IN PDS VICINITY

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with-dependent COLA even if the dependent's presence leads the member to choose not to use an available Gov't dining facility/mess. The member is authorized COLA the same as any other member without dependent under par. 9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with-dependent COLA under par. 9130 starts on the date the dependent is command-sponsored.

9125 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENT

A member without dependent:

1. On duty at a PDS where a Gov't dining facility/mess is available (member is receiving the Reduced COLA rate), and
2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without-dependent COLA for each meal not furnished in a Gov't mess in addition to the reduced COLA authorized in par. 9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW App J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

1 October 2011	
<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	7%
Noon	15%
Evening	15%

9130 COLA FOR A MEMBER WITH DEPENDENT

*A. General. A member with dependent(s) is authorized OCONUS COLA based on the number of command-sponsored dependents at the PDS (See par. 9210 for authority for member-married-to-member couples) regardless of GOV'T dining facility/mess availability (including aboard ship), except:

- *1. When a member is on leave away from the OCONUS PDS for more than 30 days and is accompanied by all command sponsored dependents.;
- *2. When any command sponsored dependent departs the OCONUS PDS for a period of more than 30 consecutive calendar days, the COLA payment beginning on the 31st day is reduced to the rate specified in APP J for the number of command sponsored dependents remaining at the PDS;
- *3. When a command sponsored dependent departs the PDS vicinity to attend school, the payment is reduced the day following the departure day to the rate specified in APP J for the number of command sponsored dependents remaining at the PDS;
- *4. When one or more (but not all) command sponsored dependents depart the PDS vicinity for early/advance-return to a location other than the OCONUS PDS, the OCONUS COLA payment is reduced the day following the command sponsored dependents' departure to the rate specified in APP J for the number of command sponsored dependents remaining. If all the command sponsored dependents early/advance-return to a location other than the OCONUS PDS, the member becomes a member without dependents (See par. 9000-B2) and the OCONUS COLA at the with-dependent rate terminates the day before the command sponsored dependents

depart the member's PDS. See par. 9225 for early/advance return of foreign-born command sponsored dependents authorized to travel to their native country; or

*5. When in a confinement status as a result of disciplinary action, the member is authorized OCONUS COLA for command sponsored dependents only at the rate specified in APP J for the number of command sponsored dependents who continue to reside in the PDS vicinity.

B. Home Port Change. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and
3. The dependent is authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes ([65 Comp. Gen. 888 \(1986\)](#)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependent's departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the amended order effective date only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependent's arrival day.

9135 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the [COLA index](#) payable unless otherwise specified. Geographic locations are determined as outlined in App J1, par. A.

9140 COLA REPORT SUBMISSION

For COLA report submission, App M.

9145 COLA FOR AN RC MEMBER

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.

NOTE: *New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after 6 January 2006. If the active duty began prior to 6 January 2006, the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service was extended on/after 6 January 2006, through an amended or modified order, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.*

A. General. An RC member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. 9145-B and 9145-C. When a member is authorized COLA at the with-dependent rate for the PLEAD, there is no command-sponsorship requirement. The member must reside permanently in the area concerned at the time called/ordered to active duty ([55 Comp. Gen. 135 \(1975\)](#)).

B. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ordered to active duty (TDY or PCS) from an OCONUS location for 31 or more days is authorized COLA for the primary OCONUS residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty-for-Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a

member already on active duty.

2. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days With PCS Allowances. Except as provided in par. 9145-B3, the initial primary OCONUS residence location rate terminates on the day before the member reports at the PDS duty location prescribed in the active duty order. PDS location COLA authority begins on the day the member reports at that location (e.g., Member reports on 30 June. Primary OCONUS residence location COLA is paid for 29 June and new PDS COLA commences on 30 June). A member called/ordered to active duty-for-other-than-training from a CONUS location for more than 180 days at one OCONUS PDS location is authorized COLA as of the day the member reports at that location (e.g., member departs CONUS home on 29 September and reports to the OCONUS PDS on 30 September. COLA for the OCONUS PDS begins on 30 September).

3. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, an RC member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

- a. Assigned to duty at that residence, and
- b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW Ch 4, Part E1, does not affect this authority. COLA authority begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. An RC member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see App A1, "Contingency Operation"); or
2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty ([55 Comp. Gen. 135 \(1975\)](#)).

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 9: MEMBER IN TRANSIT

UNIFORMED MEMBERS ONLY

10416 MEMBER IN TRANSIT

*A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

****1. The new PDS, BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS.***

****2. A location near, but outside the limits of, the new PDS or to the homeport of a ship, afloat staff or afloat unit and per diem stops IAW par. U5068, BAH or OHA for the new PDS begins the day per diem stops.***

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH as of the Gov't Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

- a. Member who is undergoing initial entry training, to include an RC member;
- b. Student (includes ROTC and OCS) without prior Military Service; ***NOTE*** below.
- c. Service academy graduate upon graduation, until arrival at the first PDS. ***NOTE*** below.

The member remains in the accession pipeline until:

- a. the member arrives at a PDS, including a training location of 20 or more weeks; or
- b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Gov't Qtrs are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov't Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH on Gov't Qtrs termination date provided the member is still on active duty). See Table 10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Gov't Qtrs or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

MEMBER IN TRANSIT Table 10E-12			
R U L E	If the member	and	then (<i>NOTES 1, 2, and 3</i>)
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
2		from a PDS outside the U.S.	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Gov't Qtrs were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates Gov't Qtrs and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.

MEMBER IN TRANSIT			
Table 10E-12			
R U L E	If the member	and	then (NOTES 1, 2, and 3)
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with dependents	For dependents located in the U.S., continue dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH or OHA rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Gov't Qtrs	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11		from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12	is processing for separation or retirement	from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
13		from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
14	is processing for separation or retirement	from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.

MEMBER IN TRANSIT Table 10E-12			
R U L E	If the member	and	then (NOTES 1, 2, and 3)
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

NOTES:

- 1. The member is not authorized BAH/OHA if assigned Gov't Qtrs adequate for the member and dependent (if applicable). Start BAH/OHA effective the date of Qtrs termination, if applicable.*
- 2. If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.*
- 3. Payment of OHA requires a lease agreement or a verifiable purchase price.*

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APPENDIX A: DEFINITIONS & ACRONYMS

PART 1: DEFINITIONS

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

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

ACCOMMODATIONS

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

B. Common Carrier

1. Other Than Economy/Coach

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JTR, par. 3510-A.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on extra fare trains (e.g. AMTRAK Acela Express). See JTR, par. 3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

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

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

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

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

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

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

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

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

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

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

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

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

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

***ADMINISTERING SECRETARY OR SECRETARIES**. As defined in 37 USC §451(a)(1).

- *1. The Secretary of Defense, with respect to the Armed Forces (including the Coast Guard when it is operating as a Service in the Navy);
- *2. The Secretary of Homeland Security, with respect to the Coast Guard when it is not operating as a Service in the Navy;
- *3. The Secretary of Commerce, with respect to the National Oceanic and Atmospheric Administration;

*4. The Secretary of Health and Human Services, with respect to the Public Health Service.

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

AGENCY

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;
3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

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

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

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

ANNUAL TRAINING (AT) (Uniformed Members Only)

A. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.

B. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).

C. Annual training is a part of active duty for training.

D. For DoD, see [DoDI 1215.06](#). For non DoD Services, see Service issuances.

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

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

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

ATTENDANT. An attendant:

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

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

AUTHORIZE(D)

- A. Permission given before an act.
- B. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.
- C. **Example:** When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

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

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

BAGGAGE

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. Gov't material may be included.

C. ***Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

1. **Accompanied Baggage.** Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.
2. **Excess Accompanied Baggage.** Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.
3. **Unaccompanied (UB).** Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:
 - a. Is not carried free on a ticket used for personal travel,
 - b. Ordinarily is transported separately from the major bulk of HHG, and
 - c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.
 - d. ***ICW PDT (including TCS for civilian employees), PCS, RAT, COT/IPCOT travel consists of personal***

clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.

e. ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.

BLANKET ORDER. See **ORDER**.

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

BUSINESS CLASS. See **ACCOMMODATIONS**.

CALENDAR DAY

A. The 24 hour period from one midnight to the next midnight.

B. The calendar day technically begins one second after midnight and ends at midnight.

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

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

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

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

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

A. Standard City Pair Airfare (YCA):

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

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

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

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

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

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

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

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

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

COMMUTED RATE (Civilian Employees Only). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Commuted rate table information and related accessorial charges incident to official HHG transportation for an eligible civilian employee are found at <http://www.gsa.gov/portal/content/183143>. See JTR, par. 5286-D4.

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

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

CONSUMABLE GOODS (SEE HOUSEHOLD GOODS).

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

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

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

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

CONTINGENCY OPERATION. A military operation that:

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

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

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

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

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

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

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

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

A. General

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JTR, par. 7615-D1, or for transportation for survivors of a deceased member authorized in JTR, par. 7260-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);
3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

B. Exception. Except for transportation to obtain OCONUS medical care (JTR, par. 7105-A), any of the following individuals:

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;
8. For transportation authorized in JTR, par. 5088-B,
 - a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JTR, par. 5154.;

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

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

(1) Has not attained age 21, or

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

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

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

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

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

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

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

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

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

[191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

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

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

Common Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – “[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” ([DoDFMR, Vol. 7B, Glossary](#))

For dependency determinations, Service PoCs are listed in JTR, par. 10104-G3.

Pertinent GSBCA decisions

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

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

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

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

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

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

NOTE 3: *ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7825-A3 for the purpose of transportation eligibility under that Act.*

NOTE 4: *With respect to emergency leave travel, JTR, par. 7025-D.*

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

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

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

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

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

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

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

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)

[GSBCA 15382-RELO, 20 December 2000](#)

[GSBCA 15207-RELO, 19 May 2000](#)

[GSBCA 14673-RELO, 9 December 1998](#)

[GSBCA 14122-RELO, 16 March 1998](#)

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

DEPENDENT, COMMAND SPONSORED (Uniformed Members Only)

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.
2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

DEPENDENT RESTRICTED TOUR (Uniformed Members Only)

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

DESIGNATED PLACE

A. **Uniformed Members Only**

1. Except as used in Ch 6 (Evacuation Allowances):
 - a. A place in a CONUS/non-foreign OCONUS area;
 - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JTR, par. 5116-A, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
 - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JTR, par. 5114-D, 5116-A or 5120-D;
 - d. The OCONUS place in the old PDS vicinity at which dependents remain under the JTR, par. 5120-D, while a member serves a dependent restricted/unaccompanied tour;
 - e. The foreign OCONUS place to which dependents are specifically authorized to travel under JTR, par. 5096, 5098, 5100, 5102, or 5104, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at Gov't expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. 6010-A and 6080-A.

B. **Civilian Employees Only**. A place designated by the:

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

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

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

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

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES (Civilian Employees Only)

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

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

Effective 28 September 2011

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

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

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

DUTY STATION

A. **Uniformed Members Only.** For the purpose of transportation and storage of HHG and mobile homes:

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

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

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

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

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

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

EFFECTIVE DATE OF PCS ORDER

A. **Uniformed Members Only**

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

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

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

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

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

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

EMPLOYEE. A civilian individual:

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

ESCORT. An escort:

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

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

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

FAMILY. See **DEPENDENT**.

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

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

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

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

FIRST CLASS. See **ACCOMMODATIONS**.

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

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

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

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

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

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

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

GEOGRAPHICAL LOCALITY

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

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

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

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

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

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

GOVERNMENT CONVEYANCE

A. Includes:

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

B. Does not Include:

1. A Gov't owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JTR, par. 5210-D). See [52 Comp. Gen. 936 \(1973\)](#)

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of Gov't dining facility, Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("Gov't dining facility/mess available" App O, par. T4040-A9b) by/made available to the member, or used by the employee, includes:

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

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Gov't Dining Facility/Mess.

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

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

GOVERNMENT FURNISHED VEHICLE. A Gov't furnished automobile or a Gov't aircraft.

GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess minus the operating cost.
2. \$10.15/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess including the operating cost.
2. \$11.85/day.

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

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

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

GOVERNMENT QUARTERS (GOV'T QTRS)

***NOTE:** Privatized housing, of any style or type and in any location, is not Gov't Qtrs. See par. 10010-C for an exception as part of a Navy test.*

A. Gov't Qtrs. The following are Gov't Qtrs:

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

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management](#) and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

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

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

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

GOVERNMENT TRANSPORTATION REQUEST (GTR)

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

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

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

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

GROUP MOVEMENT

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

HELPING VERB FORMS. The following usages apply:

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

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

HOME OF RECORD (HOR) (Uniformed Members Only)

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

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

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those

instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

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

HOME OF SELECTION (HOS) (Uniformed Members Only). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JTR, par. 5068-A1.

HOUSEHOLD GOODS (HHG)

A. **Uniformed Members Only**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.
2. Weight Additive. See JTR, par. 5206-L for an article involving a weight additive.
3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JTR, par. 5312-B1b or 5312-B2 applies.
4. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
 - b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
 - d. Consumable goods for a member ordered to locations listed in App F;
 - e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
 - f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
 - g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
 - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and

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

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JTR, Ch 5, Part A6 for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
 - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
 - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
- e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

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

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

B. **Civilian Employees Only** ([FTR, §300-3.1](#))

1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. Weight Additive. See JTR, par. 5652-I for an article involving a weight additive.
3. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. 5686-A) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
 - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
 - d. Consumable goods for employees with PCS travel order to locations listed in App F;
 - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
 - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
 - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
 - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and
 - i. Gov't or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.
4. HHG *do not* include:
 - a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;
 - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part B6 for POV shipment);
 - c. Live animals including birds, fish and reptiles;
 - d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
 - e. HHG for resale, disposal or commercial use;
 - f. Privately owned live ammunition ([B-130583, 8 May 1957](#));

- g. Boats (other than those in 3f above); and
 - h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.
5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
 - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
 - c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - (2) No storage is required, and
 - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

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

HOUSEHOLD GOODS WEIGHT ADDITIVE

- 1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
- 2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.
- 3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

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

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

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

INCIDENTAL EXPENSES. See **PER DIEM.**

INTERVIEWEE (Civilian Employees Only). An individual who is being considered for employment by an agency. The individual may currently be a Gov't employee.

INACTIVE DUTY TRAINING (Uniformed Members Only)

- 1. Inactive duty that is:
 - a. Duty prescribed for an RC member by the Secretary Concerned, or

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

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

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

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

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

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

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

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (Uniformed Members Only)

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

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

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

3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

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

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

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

LODGING IN KIND (Uniformed Members Only). Lodging provided by the Gov't without cost to the member.

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

MEMBER, UNIFORMED SERVICES

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

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JTR, par. 2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **Monetary Allowance in Lieu of Transportation (MALT))**

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JTR, par. 2605 for the current rate.

***MILITARY WORKING DOG (MWD)** (Also referred to as a Federal Service Dog)

*A. Any canine bred, procured or acquired to meet DoD component requirements to support operations in the protection of installations, resources, and personnel, to include explosive and illegal narcotic detection capabilities, patrol, tracking, or other requirements prescribed by the DoD component or non-DoD Services.

*B. The K9 is considered “Government Equipment” for the purpose of the reimbursement of expenses that are incurred by the MWD handler while performing official travel as indicated in App G.

*C. A MWD is not considered a pet.

*D. The USAF is the Executive Agent for the MWD program under DoDD 5200.31E. See AFI 23-126_IP (DoD Military Working Dog Program). This instruction does not supersede the JTR.

MISCELLANEOUS CHARGE ORDER (MCO)

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

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

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

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

1. Personally-procured commercial transportation (JTR, par. 3045),
2. Gov’t-procured commercial transportation,
3. Gov’t transportation.

MOBILE HOME

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
 - a. house trailer,
 - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
 - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member’s/employee’s dependents are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JTR, par. 2605 for the current rate.

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

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

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

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JTR, Ch 5, Parts A5d and B5d.

OCONUS

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

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

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

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

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

ORDER

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

B. Types of Order

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

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

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

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

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

a. Other than economy/coach transportation;

b. AEA travel (except the Coast Guard);

c. Conference travel;

d. Foreign travel;

e. Travel funded from a non-federal source (donated travel);

f. Training-related travel; and,

g. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.

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

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE

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

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;

2. Is separate from transportation expenses and other reimbursable expenses (App G); and

3. Does not include transportation and other miscellaneous travel expenses.

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

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including Gov't Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.

2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:

a. Is *not* covered in the locality per diem lodging ceiling, but

b. Is a reimbursable expense (App G), except when 'MALT-Plus' per diem for POC travel is paid.

2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but

2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

Effective 1 October 2014

F. Incidental Expenses

1. Authorized. Incidental expenses include:

*a. Hotel employees, fees and tips to porters, baggage carriers, flight attendants involving all official domestic and foreign travel. Civilian employee, see par. 7815-F4, regarding baggage-handling costs incurred as a direct result of an employee's disability.

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JTR, par. 2810-C.;

*c. Laundry/dry cleaning, and/or pressing of clothing regardless of location;

d. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));

e. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and

f. Any other necessary expenses related to lodging that are listed in the room account.

*g. Administrative fees for ATM use; and

*h. Transportation tips for all transportation modes (commercial or courtesy conveyance).

*2. Not Authorized. Incidental expenses do not include any mission related purchases, nor any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.

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

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

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

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

PERMANENT CHANGE OF STATION (PCS)

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

B. **Uniformed Members Only**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or Gov't convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (JTR, par. 2240 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment or induction into the Service (regular or during emergency); and
 - e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that

called for 20 or more weeks;

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) Retirement; and

(5) Temporary disability retirement.

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

A. **Uniformed Members Only**

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

2. **Geographic Limits.** The PDS geographic limits are:

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

b. **For an invitational traveler:**

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

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

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

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JTR, par. 2240. See JTR, par. 2240 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:
 - a. The home of a member at the time of:
 - (1) Appointment to regular Service from civilian life or from an RC;
 - (2) Being called to active duty (including for training) for 20 or more weeks;
 - (3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - (4) Enlistment or induction into the Service (regular or during emergency); or
 - (5) Temporary disability retirement.
 - b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
 - c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
 - d. The member's home upon:
 - (1) Retirement;
 - (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - (3) Release from active duty;
 - (4) Discharge, resignation, or separation, all under honorable conditions; or
 - (5) Temporary disability retirement.

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

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

2. For an invitational traveler:

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

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

PERMANENT DUTY TRAVEL (PDT)

A. **Uniformed Members Only.** PCS and COT/IPCOT travel.

B. **Civilian Employees Only.** First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part B1.

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

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

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

PLACE OF PUBLIC ACCOMMODATION. See **ACCOMMODATIONS, PUBLIC.**

PLACE OF STORAGE. Residence or authorized storage location.

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

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

PORT OF DEBARKATION (POD)

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

PORT OF EMBARKATION (POE)

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

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

POST OF DUTY. *PDS* An OCONUS PDS.

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

Uniformed Members Only:

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when JTR, par. 5222 applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no Gov't storage facility is available or an available Gov't storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

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

PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER

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

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

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

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

PRIVATELY OWNED CONVEYANCE (POC)

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a Gov't conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JTR, par. 3320-F.
3. A common carrier, or a conveyance owned by the Gov't, is not a POC.
4. See **TRANSPORTATION**.

PRIVATELY OWNED (MOTOR) VEHICLE (POV)

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

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

B. Motorcycle or Moped

1. **Uniformed Members Only**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.

2. **Civilian Employees Only**

a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the Gov't to transport POV(s) than to drive to the new PDS.

b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

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

PRIVATIZED HOUSING

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

- c. Private sector housing.

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

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

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

B. Member or Employee

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).
2. The following items are PBP&E:
 - a. Reference material not ordinarily available at the next PDS;
 - b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;
 - c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
 - d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS ([DoDI 4650.02](#));
 - e. Individually owned or specially issued field clothing and equipment; and
 - f. Gov't or uniformed service-owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

C. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,
2. Sports equipment,
3. Office furniture,
4. Household furniture,
5. Shop fixtures,
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),
7. Personal computer equipment and peripheral devices,
8. Memorabilia including awards, plaques or other objects presented for past performance,
9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,

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

D. Member's Dependent Spouse

1. General

a. *This weight allowance is not applicable to a civilian employee's dependent spouse.*

b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

a. Reference material,

b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions, and

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

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

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

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

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

RENEWAL AGREEMENT TRAVEL (RAT) (Civilian Employees Only)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See JTR, par. 7065 for eligibility and limitations.

3. See **PERMANENT DUTY TRAVEL**.

REPEAT ORDER (Uniformed Members Only). See **ORDER**.

RESERVE COMPONENT (RC). The:

1. Army National Guard of the U.S.;

2. Army Reserve;

3. Naval Reserve;

4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

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

SECRETARIAL PROCESS

A. **Uniformed Members Only.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JTR, par. 1015-C1.

B. **Civilian Employees Only**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
 - a. Secretary of a Military Department,
 - b. Director of a Defense Component,
 - c. Director, Administration & Management for:
 - (1) Office of the Secretary of Defense,
 - (2) Washington Headquarters Services,
 - (3) Organization of the Joint Chiefs of Staff,
 - (4) Uniformed Services University of the Health Sciences,
 - (5) U.S. Court of Military Appeals, and
 - d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. 1015.

SECRETARY CONCERNED

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

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

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

SEPARATE DEPARTMENT (Civilian Employees Only). See Different/Separate Departments and Agencies.

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

SEPARATION TRAVEL (Civilian Employees Only). See **PERMANENT DUTY TRAVEL**.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Uniformed Members Only). Cost of maid service and fee for electricity.

SERVICES. See **UNIFORMED SERVICES**.

SHORT DISTANCE MOVE

A. Uniformed Members Only

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

B. **Civilian Employees Only.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. 5562 for authorization/approval and exceptions to the 50-mile rule.

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

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

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

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

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

STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a Gov't Dining Facility/Mess including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JTR, Ch 5, Parts A5e and B5e.
5. Also referred to as temporary storage.

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

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

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

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

TEMPORARY DUTY (TDY)

A. **Uniformed Members Only**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
 - a. **Business Travel.** Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

- b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
- c. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
- d. Special Circumstances Travel. See JTR, Ch 7.

B. **Civilian Employees Only**

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

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

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

TEMPORARY LODGING FACILITIES

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

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

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

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES

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

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

B. Incorporated vs. Unincorporated

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

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

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

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

TRANSPORTATION EXPENSES. The costs related to transportation (JTR. par. 3040 and JTR App G).

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. Ch 5, Parts A5 and B5 for specific regulations governing PCS HHG transportation and Ch 4, Part E for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the Gov't without cost to the traveler. It includes transportation by Gov't aircraft, ship, or vehicle, and Gov't-procured transportation via commercial carriers.

TRANSPORTATION, POV

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

TRANSPORTATION REQUEST. A written Gov't request (including a GTR) to procure transportation, accommodations, or other services chargeable to the Gov't, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Gov't transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF (Civilian Employees Only). A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Gov't transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JTR. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL AUTHORIZATION/ORDER. See **ORDER**.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY (Civilian Employees Only). Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the Gov't or employed (under [5 USC §5703](#)) intermittently in the Gov't's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official Gov't activities.
3. Travel and transportation allowances authorized (App E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in App E2-A2m for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC)

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

TRAVEL MANAGEMENT SYSTEM (TMS). ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the Gov't.
2. Official travel may be performed:
 - a. Within/in the vicinity of a PDS;
 - b. To/from the actual residence to, from, or between PDSs; and
 - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
 - a. And delays for personal reasons/convenience,
 - b. By a circuitous route,
 - c. By transportation modes other than authorized/approved,
 - d. For additional distances, or
 - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. See **ORDER**.

TRAVEL REQUEST (Civilian Employees Only). A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL (Civilian Employees Only)

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

TRAVEL STATUS. The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JTR, par. 2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

UNACCOMPANIED BAGGAGE (UB). See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER (Uniformed Members Only). A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR (Uniformed Members Only)

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see App A definition).
3. For JTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES (U.S.). The 50 states and the District of Columbia.

UNUSUALLY ARDUOUS SEA DUTY (Uniformed Members Only). Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

UPON SEPARATION FROM FEDERAL SERVICE (Civilian Employees Only). All dates following the date an employee is separated from Federal Service.

U.S.-CERTIFICATED AIR CARRIER. A U.S. certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non .U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

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

U.S. INSTALLATION

A. A base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent-type troop shelters and a Gov't Dining Facility/Mess, and
3. At which there are U.S. Gov't operations.

B. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the Installation.

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. See Household Goods-Weight Additive.

YEARS OF SERVICE (Uniformed Members Only). Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

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APPENDIX A: DEFINITIONS & ACRONYMS

PART 2: ACRONYMS

<u>Acronym</u>	<u>Meaning</u>
ADT	Active Duty for Training (Uniformed Members Only)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (Uniformed Members Only)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (Uniformed Members Only)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (Uniformed Members Only)
BAH	Basic Allowance for Housing (Uniformed Members Only)
BAH-DIFF	Basic Allowance for Housing – Differential (Uniformed Members Only)
BAH-RC	Basic Allowance for Housing - Reserve Component (Uniformed Members Only)
BAH-T	Basic Allowance for Housing – Transit (Uniformed Members Only)
BAS	Basic Allowance for Subsistence (Uniformed Members Only)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Contiguous United States
CONUS COLA	Contiguous United States Cost of Living Allowance (Uniformed Members Only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Uniformed Members Only)
CSRS	Civil Service Retirement System (Civilian Employees Only)
CTD	Civilian Travel Determination (Civilian Employees Only)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (Uniformed Members Only)

<u>Acronym</u>	<u>Meaning</u>
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (Civilian Employees Only)
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (Uniformed Members Only)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (Civilian Employees Only)
FAM	Foreign Affairs Manual (Civilian Employees Only)
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (Civilian Employees Only)
FHA	Federal Housing Administration (Civilian Employees Only)
FSH	Family Separation Housing (Uniformed Members Only)
FSH-B	Family Separation Housing – BAH Based Location (Uniformed Members Only)
FSH-O	Family Separation Housing – OHA Based Location (Uniformed Members Only)
FTA	Foreign Transfer Allowance (Civilian Employees Only)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (Civilian Employees Only)
FVT	Family Visitation Travel (Civilian Employees Only)
FWS	U.S. Fish and Wildlife Service (Civilian Employees Only)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
GOV	Government owned vehicle
Gov't	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals

<u>Acronym</u>	<u>Meaning</u>
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (Uniformed Members Only)
HHT	House Hunting Trip (Civilian Employees Only)
HOR	Home of Record
HOS	Home of Selection (Uniformed Members Only)
HP	Home Port (Uniformed Members Only)
HSTA	Home Service Transfer Allowance (Civilian Employees Only)
IADT	Initial Active Duty for Training (Uniformed Members Only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
ICW	In Connection With
IDT	Inactive Duty Training (Uniformed Members Only)
IE	Incidental Expenses
IPCOT	In Place Consecutive Overseas Tour (Uniformed Members Only)
IRC	Internal Revenue Code (Civilian Employees Only)
IRS	Internal Revenue Service (Civilian Employees Only)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (Uniformed Members Only)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (Civilian Employees Only)
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (Uniformed Members Only)
LPQ	Living Pattern Questionnaire (Uniformed Members Only)
LPS	Living Pattern Survey (Uniformed Members Only)
LWOP	Leave Without Pay (Civilian Employees Only)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Auxiliary Radio System
MCO	Miscellaneous Charge Order
MEA	Miscellaneous Expense Allowance (Civilian Employees Only)
MHA	Military Housing Area (Uniformed Members Only)
MIA	Missing in Action
MIHA	Move in Housing Allowance (Uniformed Members Only)
MILAIR	Military Aircraft
MSC	Military Sealift Command (Civilian Employees Only)

<u>Acronym</u>	<u>Meaning</u>
MTF	Military Treatment Facility
*MWD	*Military Working Dog
NIST	National Institute of Standards and Technology (Civilian Employees Only)
NMA	Non Medical Attendant
NOAA	National Oceanic and Atmospheric Administration (<i>same as USNOAA</i>)
NSA	National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Contiguous United States
OHA	Overseas Housing Allowance (Uniformed Members Only)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (Uniformed Members Only)
PHS	Public Health Service (<i>same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (Uniformed Members Only)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
QTRS	Quarters
R&R	Rest and Recuperative Leave
RAT	Renewal Agreement Travel (Civilian Employees Only)
RC	Reserve Component
RDD	Required Delivery Date (Uniformed Members Only)
RIT	Relocation Income Tax (Civilian Employees Only)
RPDCI	Retail Price Data Collection Instrument (Uniformed Members Only)
RSC	Relocation Service Company (Civilian Employees Only)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (Civilian Employees Only)

<u>Acronym</u>	<u>Meaning</u>
SECDEF	Secretary of Defense
SES	Senior Executive Service (Civilian Employees Only)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (Civilian Employees Only)
SR&R	Special Rest and Recuperative Absence (Uniformed Members Only)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty (<i>same as TDY</i>)
TCS	Temporary Change of Station (Civilian Employees Only)
TDRL	Temporary Disability Retired List (Uniformed Members Only)
TDY	Temporary Duty
TEMDU	Temporary Duty (<i>same as TDY</i>)
TEMDUINS	Temporary Duty Under Instruction (<i>same as TDY</i>)
TLA	Temporary Lodging Allowance – OCONUS (Uniformed Members Only)
TLE	Temporary Lodging Expense – CONUS (Uniformed Members Only)
TMC	Travel Management Center (<i>same as CTO</i>)
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (Civilian Employees Only)
TQSE	Temporary Quarters Subsistence Expenses (Civilian Employees Only)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (C)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (Civilian Employees Only)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (Civilian Employees Only)
UTD	Uniformed Travel Determination (Uniformed Members Only)
VA	Department of Veterans Affairs (Civilian Employees Only)
VAMC	Veterans Affairs Medical Center (Uniformed Members Only)
VPC	Vehicle Processing Center
WAE	When Actually Employed (Civilian Employees Only)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

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APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

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

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

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

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

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIFORMED MEMBERS		CIVILIAN EMPLOYEES	
	PCS	TDY	PCS	TDY
* <u>ATM Use</u> (Effective 1 October 2014). Administrative fees for ATM use associated with official GOV'T travel are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).				
<u>Baggage, Excess Accompanied (Transportation Cost)</u> . Excess accompanied baggage transportation (App A1 'Baggage' definition) costs may be authorized/approved by the AO (JTR, par. 3105). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.	X	X	X	X
<u>Baggage Expenses</u> . Reimbursement may be authorized/approved for necessary travel and transportation related baggage expenses 'handling' incurred on official business per the AO determination. This includes expenses for accompanied baggage that accompanies a traveler without cost on a transportation ticket such as baggage transfer fee when authorized. Charges relating to bags may be reimbursed as baggage or excess accompanied baggage expenses (App A 'Baggage' definition) when the Service/DoD COMPONENT determines the baggage and related expenses are necessary and in the Gov't's interest. Baggage expenses are not reimbursable when the bags and their contents (e.g., golf clubs, presents, etc.) are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not associated with the official travel mission. Reimbursable expenses include: 1. <u>Baggage Transfer</u> . NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel. 2. <u>Baggage Storage</u> when charges are result of official business (with explanation). 3. <u>Curbside Baggage Check In Fee</u> a. <u>Uniformed Members Only</u> (Effective 1 October 2014). Reimbursement of a fee charged for the use of optional curbside baggage check in service is not authorized. Curbside baggage check-in fee expenses associated with official GOV'T business are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous reimbursable (see APP A definition). b. <u>Civilian Employees Only</u> . Reimbursable only when authorized under JTR, par. 7815-F4, for a traveler with a disability/special need.	X	X	X	X
Effective 1 October 2014 <u>Baggage Handling Tips</u> . Reimbursement is not authorized/approved for necessary travel and transportation related baggage handling tip expenses incurred on official business per the AO determination. 1. <u>Uniformed Members Only</u> *a. <u>Transportation Terminal</u> . Baggage handling tips for baggage at transportation terminals or lodging establishments are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous reimbursable (see APP A definition). *2. <u>Civilian Employees Only</u> . Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are not items for separate reimbursement <i>except</i> for a traveler with a disability/special need (JTR, par.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
7815-F4), *b. Handling of a dependent’s personal baggage when the dependent is not authorized per diem while traveling at Gov’t expense when unaccompanied by the sponsor, and *c. Handling of a dependent’s personal baggage that the sponsor cannot handle when the dependent travels with the sponsor.				
Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (<u>52 Comp. Gen. 73 (1972)</u>).	X	X	X	X
*Communication Services (Effective 1 October 2014). Communication service expenses, including cell phone use, associated with official GOV’T business are considered to be mission-related expenses and are not reimbursable as a separate miscellaneous travel expense (see APP A definition). Gov’t owned/leased services should be used for official communications. Prepaid communication (i.e., prepaid phone cards, cell phones, subscriber identity module (SIM) cards) or in flight communication services are not reimbursable.				
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official Gov’t business is reimbursable when authorized/approved by the AO. In flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JTR, Chs 3, Part D.	X	X	X	X
Currency Conversion Fees 1. Reimbursable a. The fee charged ICW currency conversion, including cash conversions. b. The “international transaction fee” for official qualifying transactions charged by: (1) <u>GTCC</u> . This 1% charge is listed as a separate line item on the billing statement. (2) <u>Other than GTCC</u> . When a member (NOT A CIVILIAN EMPLOYEE) is formally exempt from using the GTCC, this charge on a non GTCC billing statement is reimbursable. 2. <u>Not Reimbursable</u> . Losses resulting from currency conversions (<u>63 Comp. Gen. 554 (1984)</u>). NOTE: A traveler is not liable to pay the Gov’t for gains resulting from currency conversion. 3. <u>Exchange Rates</u> . A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. <u>Supplemental Vouchers</u> . A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X
Conveyance, Government. When a Gov’t conveyance is authorized, reimbursement is authorized for allowable expenses incurred in operating the Gov’t conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Gov’t supplies or facilities are not available, examples of allowable expenses are: 1. Gasoline and oil; 2. Parking fees; 3. Repairs; 4. Ferry fares;		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
5. Bridge, road or tunnel tolls;				
6. trip insurance for travel in foreign countries (App G, Insurance, Driving Related);				
7. Guards; and				
8. Storage fees.				
Disease Prevention Measures. Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
Driver (Vehicle) Services. . Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC				
1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. <u>DoDFMR, Volume 9, Ch 3, par. 031306</u> for definition of mission critical personnel and processing requirements.	X	X	X	X
2. Expedited Delivery. Reimbursable when authorized/approved by the AO.				
3. Chip/PIN Card Issue Fee. Reimbursable when authorized/approved by the AO.				
See Merchant Surcharge				
Guide Services Reimbursable when authorized/approved by the AO.		X		X
Insurance, Driving Related Driving related insurance is reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance (<u>55 Comp. Gen. 1343 (1976)</u>) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance, POC, or rental car.		X		X
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
*Laundry/Dry Cleaning Expenses (Uniformed Member and Civilian Employee) (Effective 1 October 2014) Laundry/Dry Cleaning expenses associated with official GOV'T business are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).				
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's				
1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.				
2. The cost of license/permit photos is reimbursable.	X	X	X	X
3. http://travel.state.gov/travel/tips/safety/safety_1179.html for information on driving abroad.				
4. This reimbursement applies only to a member/employee but not dependents.				
Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact (except as provided in par. 4145-B3) by the AO. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JTR, par. 4145.		X		X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
traveler's convenience.				
<p>Lodging, Mandatory Fees/Charges Separately reimbursable, in addition to room rate, when the expense is:</p> <ul style="list-style-type: none"> a. not optional; and b. approved by the AO. <p>Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'</p>		X		X
<p>Lodging Reimbursement while on Leave (Uniformed Members Only) Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JTR, par. 7050), or authorized/ordered evacuations (JTR, par. 7055).</p>		X		
<p>Lodging Tax (except when 'MALT Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (App A).</p> <ul style="list-style-type: none"> 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount. 2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i>. 	X	X	X	X
<p>Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.</p>				
<p>Merchant Surcharge (Civilian Employees Only)</p> <ul style="list-style-type: none"> 1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged to the GTCC. 2. Reimbursement is not authorized for merchant surcharge for the use of a personal charge card. 3. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC. 4. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges. 			X	X
<p>Merchant Surcharge (Uniformed Members Only)</p> <ul style="list-style-type: none"> 1. Reimbursement is authorized for merchant surcharge (up to 4%) for official travel expenses charged with: <ul style="list-style-type: none"> a. The GTCC, or b. A personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel. 2. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC. 3. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges. 	X	X		
<p>*Military Working Dog Expenses</p> <ul style="list-style-type: none"> *1.Travel and transportation expenses related to a Military Working Dog (MWD) (APP A1) are reimbursable expenses, limited to the following: <ul style="list-style-type: none"> *a. Transportation costs, to include tariffs either as cargo or when traveling in the cabin with the handler. *b. Kennel handling fees (both at an air terminal or place of lodging). *c. Extra lodging fees related to the MWD. *d. Extra cleaning fees related to the MWD being transported in a commercial rental vehicle. *2. Expenses related to a Military Working Dog that are not reimbursable under travel but could be considered mission expenses include but are not limited to: <ul style="list-style-type: none"> *a. Dog Food 		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
*b. Leashes				
*c. Kennels (Damage or Replacement)				
*d. Veterinary Services.				
Mission Related Expenses. Mission related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic ticket fines, tools, film, paper, books, medical supplies), use of clerical assistance (e.g., typists, data processors, stenographers), technology equipment (e.g., computers, printers, faxing machines, and scanners), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items. <i>See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981. See DoDFMR Volume 10, Ch 11 for reimbursement.</i>				
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO. 2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/canceled/interrupted. 3. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler’s control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X
Paper Tickets. Any additional paper ticket cost is reimbursable when authorized/approved by the AO as necessary to meet Gov’t requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility.</i>	X	X	X	X
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round trip to the terminal are authorized. JTR, par. 4780.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. General. Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member’s and/or employee’s), b. Uniformed Members Only. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. See item 5 below. c. Civilian Employees Only. Reimbursement authority is for an employee who is: (1) A U.S. citizen (required when serving under a transportation or renewal agreement in a foreign country, but not for TDY	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<p>or a dependent.)</p> <p>(2) Hired locally or transported to a foreign OCONUS area at Gov't expense,</p> <p>(3) Serving under a service or renewal agreement, and</p> <p>(4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or</p> <p>(5) Emergency Technical Support Personnel. See item 5 below.</p> <p>d. <u>Dependent</u> (Member's or Employee's). Reimbursement authority is for a dependent who is:</p> <p>(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or</p> <p>(2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.</p> <p>2. <u>Acquired Dependent</u> Uniformed Members Only. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JTR, par. 9000-A2 or 9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JTR, par. 5124.</p> <p>3. <u>Biometric Fees</u>. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee</u>. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel</u>. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <u>Visa, Green card, and Photograph Fee for OCONUS Travel</u>. These fees are reimbursable ICW official travel. A 'Green Card' is officially known as a U.S. Permanent Resident Card (USCIS Form I-551). A visa (nonimmigrant or immigrant) is a stamp or impression placed on a page of a valid passport by a foreign consulate/embassy or U.S. Gov't empowered to grant permission for the applicant to enter and remain in that country for a specific period of time.</p> <p>7. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. Reimbursement of legal service fees for acquired dependent(s), adoption, DHS/INS document processing fees, server fees, dependent custodial matters or fees for similar related circumstances are personal expenses to the individual which are not authorized.</p> <p>8. <u>Medical Expenses</u>. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are not reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this App.</p> <p>9. <u>Passport Fees</u>. An official traveler ordinarily travels on a no fee passport. The three types of <u>U.S. passports</u> are: book, card, and e-passport. A passport book is a regular passport; an e passport is a regular passport book with electronic biometric data; both passports can be used for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <u>regular fee passport</u>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Gov't transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city pair reservations).</p> <p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a Gov't medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a</p>				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
reimbursable fee.				
11. <u>Order for Visas and Physical Examinations</u> . An order should be issued to authorize/approve (JTR, par. 2210 and App I2)) travel and transportation at Gov't expense to: <ul style="list-style-type: none"> a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 				
12. <u>Travel Not Required</u> . Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).				
Personal Expenses . These include batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.), medical equipment, parking or traffic violation fees fines, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items. <i>See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.</i>				
Pet Quarantine . JTR, Ch 5, Parts A8 and B8 for rules regarding pet quarantine ICW PDT.	X		X	
*Phone Calls (Official) (Effective 1 October 2014) _Official phone calls associated with GOV'T business are considered to be mission-related expenses and are not reimbursable as a separate miscellaneous travel expense (see APP A definition).				
Physical Examination Fees . . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Prepaid Phone Cards/Cell Phones . See Communication Services.				
Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked . Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the Gov't's interest, and a refund is unobtainable.	X	X	X	X
Privately Owned Conveyance Tax and License Fee (B-214930, 1 October 1984) . Civilian Employees Only A. <u>General</u> . Some states: <ul style="list-style-type: none"> 1. Require an ownership tax and license fee for a POC used in the state for over 30 days; and 2. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state. B. <u>Traveler Paid Charges</u> . If a TDY traveler has applied for and been denied an exemption certificate for ownership tax and licensing fee by the TDY state the traveler is reimbursed for such fees if all of the following conditions are met: <ul style="list-style-type: none"> 1. POC use is authorized as being to the Gov't's advantage ICW a TDY assignment (see par. 4775). 2. The traveler's PDS is not the state in which the TDY assignment is performed. 3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fee on a POC. C. <u>Documentation</u> . Payment documentation of the state imposed charges in the state in which the TDY was performed may be required.				X
Privately Owned Conveyance (POC) Use is Advantageous on TDY . In addition to a TDY mileage allowance, the following official business costs are allowable only if POC use is to the Gov'ts advantage: <ul style="list-style-type: none"> 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie down fees. 		X		X
Registered Traveler Membership Fee . Individual traveler membership in a registered and/or trusted traveler program is NOT a reimbursable expense per JTR, par. 1215. Use of Gov't funds to obtain membership in such a program is <i>statutorily prohibited</i> by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JTR, par. 4205.		X		X
Rental Vehicle Reimbursable Expenses. . See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. App G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. When a special conveyance (particularly a rental vehicle or a ‘taxi’) must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.</i>		X		X
Resort Fees. Resort fees, that are mandatory, are authorized.	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business.		X		X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses <i>NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense without an AO authorization/approval. App G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle. When a special conveyance (particularly a rental vehicle or a ‘taxi’) must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.</i> 1. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed. 2. Reimbursable Expenses. <i>When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:</i> a. Any ‘per day’ administrative fee called for in the DTMO rental car agreements (including GARS) is authorized. b. Rental cost, tax and local assessments on rental vehicle users. c. Necessary gas and oil. d. Aircraft landing and tie down fees. e. Transportation to and from the rental facility, public transit systems, and taxi fares. f. Parking; ferry fares; bridge, road and tunnel tolls. g. Traveler access fee (when charged). h. Garage, hangar, or boathouse rental. i. Operator’s subsistence. j. Optional extra collision hull insurance for rental aircraft. k. Mandatory rental car insurance coverage required in foreign countries. l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<p>m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.</p> <p>n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.</p> <p>o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, is authorized in a foreign county IAW Insurance, Driving Related, above, or the insurance is necessary for certain classified special operations. See B-204486, 19 January 1982.</p> <p>p. Breathalyzer installed in rental car when required in foreign country. See item 3e below.</p> <p>q. <u>Rented Motor Vehicle Damage</u></p> <p>(1) <u>DoD Travelers</u>. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The Gov't may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the <u>DoDFMR, Volume 9, Ch 4</u>. Statements, itemized bills, and an accident report are typical requirements (<u>47 Comp. Gen. 145 (1967)</u>). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website http://www.defensetravel.dod.mil/Rental/.</p> <p>(2) <u>Uniformed Non DoD Service Member</u>: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.</p> <p>r. Necessary nonstandard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.</p> <p>3. <u>Expenses that Are <i>Not</i> Reimbursable</u>. The following expenses are <i>not</i> reimbursable:</p> <p>a. <u>Personal Accident Insurance</u>. Personal accident insurance is a personal expense and is not reimbursable.</p> <p>b. <u>Rental Car Insurance in the U.S./Non-Foreign OCONUS Location</u>. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. <i>See 2o above for classified operations.</i></p> <p>c. <u>Damage to Rental Car when Being Used on Other than Official Business</u>. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. Example: TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).</p> <p>d. <u>Purchase of Equipment</u>. The cost of purchased (as opposed to rented) equipment (e.g., snow tires, GPS, toll transponder), is not reimbursable.</p> <p>e. <u>Breathalyzer Replacement Fee</u>. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official business, for personal convenience, or if negligence is found by the appropriate authorities</p>				
Storage of Property Used on Official Business . Reimbursable when authorized/approved by the AO.		X		X
* Tips Aboard Commercial Ships (Uniformed Members Only) (Effective 1 October 2014) . Tips aboard commercial ships associated with official GOV'T business are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).				
* Tips for Handling Gov't Property (Effective 1 October 2014) . Tips for handling GOV'T property expenses are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).				
* Tips, Transportation Related (Effective 1 October 2014) . Transportation related tip expenses for all transportation modes associated with official GOV'T business are included in the incidental expense of the applicable locality per diem rate and are not reimbursable as a separate miscellaneous expense (see APP A definition).				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	UNIF MBR		CIV EMP	
	PCS	TDY	PCS	TDY
<u>Transportation to/from Terminal.</u> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JTR, par. 4780.		X		X
<u>Travel and Transportation Related Expenses.</u>	X	X	X	X
<u>Value Added Tax (VAT) Certificate.</u> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
<u>Visa and Photograph Fees for OCONUS Travel.</u> . See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

APPENDIX N: MIHA

PART 2: MIHA SECURITY LOCATIONS

UNIFORMED MEMBERS ONLY

Table I: Locations Currently Designated As of 1 October 2014		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
Argentina	1 Jun 1997	
Bahamas		
Nassau	1 May 1996	
All Other Locations in Country	16 Jan 2007	
Bahrain	1 Aug 2003	
Bangladesh	1 Dec 1998	
Barbados	16 Jul 2004	
Belgium		
Brussels	16 Oct 2010	
Florennes	16 Apr 2004	
SHAPE	1 May 2000	
Belize	16 Oct 1994	
Bolivia		
Santa Cruz	16 May 2010	*4
Bosnia-Herzegovina	16 Jan 2007	
Brazil	18 Feb 1993	
Bulgaria	16 Jan 2007	
Cambodia		
Phnom Penh	16 Oct 1994	
All Other Locations in Country	1 Sep 2014	
Cameroon	16 May 2010	
Chile	1 Sep 2014	
Colombia	1 Sep 1990	
Costa Rica		
San Jose	1 Aug 2003	
All Other Locations in Country	1 Sep 2014	
Cote D'Ivoire (Formerly Ivory Coast)	16 Jan 2007	
Denmark		
Copenhagen	16 Oct 2010	
Dominican Republic		
Santo Domingo	18 Feb 1993	
All Other Locations in Country	1 Oct 1999	
Ecuador	1 Dec 1998	
Egypt	1 Mar 1994	

Table I: Locations Currently Designated As of 1 October 2014		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
El Salvador		
San Salvador	1 Aug 2003	
All Other Locations in Country	1 Sep 2014	
Ethiopia	16 Jan 2007	
Fiji	1 Jul 2001	
France		
Marseille	16 Oct 2010	
Paris	16 Oct 2010	
Germany		
Berlin	16 Oct 2010	
Frankfurt	16 Oct 2010	
Hamburg	16 Oct 2010	
Munich	16 Oct 2010	
Ghana	16 Jan 2007	
Greece		*4
Athens	1 Sep 1990	
Grenada	1 Sep 2014	
Guatemala	18 Feb 1993	
Guyana	16 May 2010	
Haiti		
Port-au-Prince	1 Apr 1995	
All Other Locations in Country	1 Oct 1999	
Honduras		
Tegucigalpa	1 Sep 1990	
All Other Locations in Country	1 Oct 1999	
Hungary		
Budapest	1 Jun 2012	
India		
Chennai	16 May 2010	
Hyderabad	16 May 2010	
Kolkata	16 May 2010	
Mumbai	16 May 2010	
New Delhi	16 May 2010	
All Other Locations in Country	1 Sep 2014	
Indonesia	1 Oct 1999	
Iraq	1 Sep 2014	
Israel		
Tel Aviv	14 Feb 1991	
Jerusalem (East and West)	1 Sep 1990	

Table I: Locations Currently Designated As of 1 October 2014		
<u>Location (Country and/or Country/City)</u>	<u>Date Established</u>	<u>Footnote</u>
All Other Locations in Country	16 Jul 2004	
Italy		
Milan	16 Oct 2010	
Naples	16 Oct 2010	
Rome	16 Oct 2010	
Jamaica		
Kingston	18 Feb 1993	
All Other Locations in Country	1 Oct 1999	
Jordan	16 Dec 2001	
Kenya		
Nairobi	18 Feb 1993	
Kosovo	16 May 2010	
Kyrgyzstan	16 May 2010	
Liberia	16 Oct 2010	
Mexico		
Cuidad Juarez	16 May 2010	
Guadalajara	16 Apr 2011	*4
Hermosillo	16 Apr 2011	*4
Matamoros	16 May 2010	
Mexico City	16 Oct 1994	
Monterrey	16 Apr 2011	*4
Nogales	16 May 2010	
Nuevo Laredo	16 May 2010	
Tijuana	16 May 2010	
Morocco		
Casablanca	16 May 1998	*4
Nepal	1 Sep 1998	
Nicaragua	16 Jan 2007	
Nigeria	16 May 2010	
Norway		
Oslo	16 Oct 2010	
Pakistan	1 Sep 1992	
Panama	16 May 2010	
Papua New Guinea		
Port Moresby	18 Feb 1993	
All Other Locations in Country	1 Sept 2014	
Paraguay		
Asuncion	1 Sep 1993	
All Other Locations in Country	1 Oct 1999	

Table I: Locations Currently Designated As of 1 October 2014		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
Peru		
Lima	1 Sep 1990	
All Other Locations in Country	1 Jun 1997	
Philippines	1 Sep 1990	
Russia		
Moscow	1 Dec 1998	*4
St Petersburg	1 Dec 1998	*4
Yakaterinburg	1 Dec 1998	*4
Saudi Arabia	1 June 2012	
Senegal	16 May 2010	
Serbia	1 Sep 2014	
Sierra Leone	16 May 2010	
South Africa	1 Feb 2000	
Spain		
Barcelona	16 Oct 2010	
Madrid	16 Oct 2010	
Sri Lanka	16 May 2010	
Sudan	16 Jan 2007	
Suriname	16 May 2010	
Sweden		
Stockholm	16 Oct 2010	
Syria	16 May 2010	
Tanzania	16 Oct 2010	
Timor L'Este (Formerly East Timor)	16 Aug 2000	
Togo	1 Jun 2012	
Trinidad and Tobago	16 Aug 1998	
Tunisia	16 Oct 2010	
Turkey	1 Sep 1990	
Uganda	1 Jun 2012	
Ukraine		
Kiev	1 May 1996	
All Other Locations in Country	1 Sep 2014	
United Kingdom		
London	16 Oct 2010	
Uruguay	16 May 1998	
Uzbekistan	16 May 2010	
Venezuela	6 Jan 2007	
Vietnam		
Ho Chi Minh	1 Jul 2000	*4

Table I: Locations Currently Designated As of 1 October 2014		
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>	<u>Footnote</u>
Yemen	16 Apr 1997	
Zimbabwe	1 May 1996	

Footnotes

1. New location added to “Locations Currently Designated”
2. Reinstated as “Locations Currently Designated”
3. Moved Jerusalem, already designated as MIHA Security Location, under Israel
- *4. **All or rest** of country or remainder of “All Other Locations in Country” moved to Table II

Table II: Locations Previously Designated		
<u>Location</u> <i>(Country and/or Country/City)</i>	<u>Date Established or Reestablished</u>	<u>Date Removed</u>
Angola	1 Mar 1993	16 Jan 2007
Armenia	16 Dec 2001	16 Jun 2010
Bolivia	1 Jul 2001	1 Aug 2003
Bolivia (except for Santa Cruz)	16 May 2010	1 Oct 2014
China	1 Feb 2000	1 Aug 2003
Costa Rica		
San Jose	16 Apr 1997	1 Jul 2001
All Other Locations in Country	1 Oct 1999	1 Jul 2001
Croatia	1 Feb 2000	1 Aug 2003
Djibouti	16 Jul 2004	16 Jan 2007
France		
Paris	1 Feb 2000	16 Jul 2004
Georgia	16 May 2010	1 Oct 2014
Greece		
All Other Locations in Country	1 Jul 2001	1 Oct 2014
Hong Kong	1 Feb 2000	1 Aug 2003
Hungary	16 Jan 2007	16 Jun 2010
Ireland		
Dublin	16 May 2010	1 Nov 2010
Korea		
Seoul	1 Feb 2000	1 Aug 2003
Kuwait	16 Jul 2004	1 Oct 2014
Latvia	16 Dec 2001 16 Jan 2007	1 Aug 2003 1 Jul 2012
Malaysia, Kuala Lumpur	1 Aug 2003	16 Jul 2004
Malaysia	16 Oct 2010	1 Jul 2012
Mexico		
Merida	16 May 2010	1 Oct 2014
All Other Locations in Country (except for Guadalajara, Monterrey, and Hermosillo)	16 Apr 2011	1 Oct 2014
Morocco (except for Casablanca)	16 May 1998	1 Oct 2014
Netherlands		
Amsterdam	16 Oct 2010	1 Oct 2014
The Hague	16 Oct 2010	1 Oct 2014
Poland		
Warsaw	1 Apr 1995	16 Jun 2010
Qatar	16 Oct 2010	1 Oct 2014
Romania	16 Jan 2007 16 Oct 2010	16 Jun 2010 1 Jul 2012

Russia (except for Moscow, St Petersburg, and Yakaterinburg)	1 Dec 1998	1 Oct 2014
Rwanda	1 May 1996	1 Jul 2001
Singapore	1 Feb 2000	1 Jul 2001
Serbia and Montenegro	16 Jul 2004	16 Jan 2007
Slovakia	1 Feb 2000	16 Jul 2004
Switzerland		
Geneva	1 Jun 2012	1 Oct 2014
Syria	1 Oct 1998	16 Jul 2004
United Arab Emirates		
Abu Dhabi	16 Oct 2010	1 Oct 2014
Dubai	16 Oct 2010	1 Oct 2014
Venezuela	1 Apr 1997	16 Jul 2004
Vietnam (except for Ho Chi Minh)	1 Jul 2000	1 Oct 2014

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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

T4000 INTRODUCTION

A. Application. In this App:

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

B. Common TDY Travel Types. This App:

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

C. Special Circumstances and Categories Travel. See Ch 7, not this App, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in par. 2240-B) and active duty for other

than training for more than 180 days at one location, except when due to unusual circumstances per diem is authorized IAW par. 7355-F.

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

E. Evacuations. See Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THE JTR

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

T4010 REIMBURSEMENT RATE

Rates for private conveyance mileage reimbursement rates are in par. 2600. Gov't dining facility/mess food and operating expense rates are found in App A, Government Meal Rate. [Per diem rates](#) by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

1. A traveler must follow and use good judgment in incurring official travel related expenses, as if traveling using personal funds (see par. 2000).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO or in-house travel arranger per par. 2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
 - a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (***NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.***),
 - b. Must use economy/coach accommodations for all official Gov't funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in par. 3510. Reason for use examples, when authorized/approved:

- (1) Medical reasons – See par. 2110-J, or

- (2) Mission requirement - TDY mission timing requires 'other than economy/coach'. When 'other than economy/coach' TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," 'other than economy/coach' transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See par. 4415.
- c. Must *not* use foreign flag transportation, even if U.S. certificated air flag carrier fares are higher,
- d. Who uses other than economy/coach or a foreign flag transportation presumably at Gov't expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the Gov't would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JTR addresses "reimbursable" allowances funded by the Gov't. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional Gov't cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- b. Promotional Materials/Benefits
- (1) A traveler on official business traveling at Gov't expense agency (App A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- 2) The promotional material must be obtained under the same terms as those offered to the general public or to a class consisting of all Government employees or Uniformed Service members, whether or not restricted on the basis of geographic consideration and must be at no additional Gov't cost. Examples include vendor provided complimentary upgrades to rooms or transportation accommodations and upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

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

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

c. Seat Relinquishing

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

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

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

10. Each traveler must be treated as an honest, responsible customer, and must follow the JTR. The DoDFMR, Vol. 9, and par. 2705, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy

a. It is MANDATORY DoD policy that all Uniformed Service member and DoD civilian travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements (CBCA 2956-TRAV, 31 January 2013). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at Gov't expense without prior proper authority (see pars. 2400, 3500, 3600, and 3650 for exceptions).

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

NOTE: This does not establish the _CA as the basis for policy constructed airfare – that remains the YCA airfare.

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

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

a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning CTO use (par. T4005).

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

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

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

B. Requirements

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

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

b. In-house travel offices.

2. All travel arrangements must be made IAW:

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

b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see par. 3525-H).

D. Transportation Reimbursement

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

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S. certificated carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. certificated carriers, or business (but not first) class accommodations (see par. 4415-***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in pars. 3510, and 3620 (trains only), may authorize/approve business or first class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized rental vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per par. 2400, when the CTO is available. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW App G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. An approved claim for damage to a rental vehicle, while the rental vehicle is being used for official business, is reimbursable to either the traveler or the rental car vendor and shown as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service issuances for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement for rental car use is limited to the POC mileage rate in par. 2600 for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

NOTE 1: A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented [CBCA 2956-TRAV, 31 January 2013](#).

NOTE 2: Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

NOTE 3: Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Gov't when rented for official Gov't travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't, and should not be rented for official Gov't travel. Usually, there is at least one vendor listed that has a vehicle available for official Gov't travel and this vendor should be used.

D. Gov't Transportation

1. The TO arranges international Gov't airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Gov't ground transportation. (Within the Navy, GOVs are obtained directly from the providers, ordinarily Public Works.) Use Gov't transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use Gov't servicing for the vehicle whenever possible. When Gov't servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the Gov't's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s) as appropriate. Reimbursement is authorized for parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route. If the AO does not authorize/approve POC use as being to the Gov't's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile NTE the constructed cost of AO authorized transportation (e.g., commercial plane). ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*** See par. 4710-C. In either case (to the Gov't's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see par. 2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less roundtrip (400 miles one way) at its discretion.***

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

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

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

overnight stay.

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

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

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity controlled city pair airfare (_CA), if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy constructed airfare (see App A1). **No other costs are added to the computation.** See par. 4710-C. City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals see pars. 3310, 3315-A, 3320-B, , Ch 3, Part D, NOTE, and 4780.

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

- a. The cost estimate for lodging should include tax.
- b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Gov't Qtrs availability (e.g., using Service/Agency procedures) at (**not near**) the U.S. Installation to which assigned TDY to facilitate the AO's decision about requiring Gov't Qtrs use.
- c. The AO may direct adequate (based on DoD and Service standards) available Gov't Qtrs use for a uniformed member on (**not near**) a U.S. Installation only if the uniformed member is TDY to that U.S. Installation. (**DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010**).
- d. Gov't Qtrs availability/non-availability must be documented as in par. 2570-A.
- e. A member, as a prudent traveler, should use adequate available Gov't Qtrs on the U.S. Installation at which assigned TDY; however:
 - (1) when adequate Gov't Qtrs use is directed, and
 - (2) when adequate Gov't Qtrs are available on the U.S. Installation to which a member is assigned TDY, and
 - (3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the Gov't Qtrs cost on the U.S Installation to which assigned TDY (44 Comp. Gen. 626 (1965)).

2. *Per diem cannot be limited based on the presence of ‘nearby’ Gov’t Qtrs (i.e., not on the U.S. Installation to which the member is assigned TDY but on another ‘nearby’ U.S. Installation or other uniformed facility or elsewhere). The non-availability indicated in par. 2570-A is required only for Gov’t Qtrs ‘on’ the U.S. Installation at which the member is assigned TDY.*

NOTE: *The member is not required to seek (or check for) Gov’t Qtrs when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking Qtrs availability is a onetime requirement at a TDY U.S. Installation. (Example: A member who is required to check Qtrs availability at a U.S. Installation, does so, and documents non-availability cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period) IAW par. 2570-A.*

3. Civilian Employee

a. *An employee may not be ordered/required to use Gov’t Qtrs, nor may the lodging reimbursement simply be limited to the Gov’t Qtrs cost.*

b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for Gov’t Qtrs availability, and is encouraged to use those Qtrs when TDY to a U.S. Installation.

c. The proper authority under par. 4095-C may prescribe a reduced per diem rate based on the Gov’t Qtrs cost and other considerations.

d. Reduced per diem rates can be established only before travel begins.

e. The head of a DoD Component (App A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD Component’s headquarters, and may not be re-delegated.

f. In the absence of a reduced or no per diem authority on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.

g. Reduced per diem rates should incorporate amounts for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. **NOTE 1** (applicable to a civilian employee) following par. T4040-A10, Note 1 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

4. Commercial Lodging Reimbursement

a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.

b. If only lodgings that cost more than the published maximum rate are available, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging ($300\% \times \$122 = \$366 - \46 (for M&IE) = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.

c. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* ([47 Comp. Gen. 127 \(1967\)](#)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for *only a uniformed member*. See

par. 4335. The traveler is personally financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: *Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging expense except when ‘MALT Plus’ per diem for POC travel is paid to a uniformed member. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in CONUS and in a non-foreign OCONUS area does not include lodging tax.*

NOTE 2: *Tax paid on lodging at a foreign area is not separately reimbursable. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

NOTE 3: *The TDY locality per diem rate is used for computation. However, if neither Gov’t Qtrs nor commercial lodging is available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging facility location.*

*d. Long-Term TDY Flat-Rate Per Diem. See JTR par. 4250.

5. Lodging with a Friend or Relative

a. Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

b. Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat “token” amount.*** GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: *If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply.* GSBCA 14398-TRAV, 24 Feb 1998.

NOTE 2: *Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence.* GSBCA 15600-TRAV, 7 March 2002.

NOTE 3: *A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting lasted until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate.* GSBCA 16652-TRAV, 26 August 2005.

*6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible (for long term TDY (over 30 days) see JTR, par. 4250). When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as

long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

b. Allowable Expenses When a Residence is Purchased and Used for TDY Lodging:

Civilian Federal Employees – IAW FTR §301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see pars. 4160-A and 4165-B.

Uniformed Service Members – reimbursement for mortgage interest and property taxes under this paragraph is not allowed under orders issued on/after 1 January 2012. ***Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed.*** For Uniformed Service Members under orders that were issued before 1 January 2012 who purchased a dwelling before 1 January 2012, reimbursement may be claimed until the order expires to include all extensions to the existing order, limited to the following conditions:

Allowable expenses are the monthly:

- (1) Mortgage interest;
- (2) Property tax; and
- (3) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges, not to include entertainment utilities (e.g., cable, TV, telephone).

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (**57 Comp. Gen. 147 (1977)**). ***In no case may the total lodging per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (see Ch 4, Part C) is authorized/approved. Par. 4155 does not apply when the residence is purchased.***

NOTE: ***A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSBGA 16699-TRAV, 17 August 2005.***

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

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

- a. Daily hotel room costs;
- b. Daily hotel taxes; and

c. Daily miscellaneous fees, if applicable.

9. Eating

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

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

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

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

c. When the Gov't purchases at least one or two meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect per diem. A meal served on a common carrier is not "purchased by the Gov't." The traveler must indicate on the Trip Record how many meals were purchased by the Gov't and for which dates.

NOTE 1: If all three meals are provided, only the IE for that day is payable.

NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same

with/without meals. See pars. 4210 and 4205-B5 when a charge for meals is added to the lodging cost.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

10. Incidental Expenses (IE)

a. General.

(1) The traveler is paid an IE allowance, for things such as the cost of tips and laundry (in some instances), incurred while in a travel status. This is the IE part of the M&IE.

(2) The daily IE in CONUS is \$5.

(3) The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the traveler is TDY to a U.S. Installation and Gov't Qtrs on that U.S. Installation are available for a member or used by an employee. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

(4) The AO may determine \$3.50 is:

(a) Adequate when the traveler is not lodged on a U.S. Installation, or

(b) Not adequate when the traveler is lodged on a U.S. Installation and authorize the locality IE rate.

b. Laundry/Dry Cleaning for a Civilian Employee

(1) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(2) The cost for laundry, dry cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

c. Laundry/Dry Cleaning for a Uniformed Member

(1) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry cleaning and pressing of clothing, up to an average of \$2/day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(2) The cost incurred during TDY travel for personal laundry/dry cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Gov't Qtrs use by a uniformed member is directed and if one of the two M&IE rates based on Gov't dining facility/mess availability is appropriate. ***Gov't Qtrs use may not be directed for a civilian employee. See par. T4040-A3.***
2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires Gov't dining facility/mess use. When EUM applies, a member receives the IE amount; a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.
3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A13 if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***
2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or COCOM Commander or JTF commander for a joint deployment, determines that Gov't dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. See par. T4020-B2.
3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The COCOM or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the COCOM or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the COCOM Commander should choose business travel unless operational circumstances dictate

otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The COCOM or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. **Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). The COCOM or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.**

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since Gov't Qtrs and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. **There is no per diem paid for the first and/or last travel day by Gov't ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.**

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Gov't meals. The AO may establish a per diem allowance equal to the daily expenses.

c. **Civilian Employee Only.** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. **Reimbursement for the total cost of Qtrs on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

*5. Long Term TDY (Over 30 Days). See JTR, par. 4250.

6. Joint Task Force Operations TDY Options

TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
<u>Subsist Ashore</u>			
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Gov't Lodging and Gov't Dining Facility/ Mess – Permanent U.S. Installation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for Gov't Meals
	Gov't Lodging and Gov't Dining Facility/Mess – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for Gov't Meals at Discount Meal Rate 2/
	Gov't Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and Gov't Dining Facility/Mess (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for Gov't Meals
EUM	Gov't Lodging and Use of Gov't Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for Gov't Meals at Full Meal Rate
Field Duty	Gov't Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for Gov't Meals at Full Meal Rate
<u>Subsist Aboard U.S. Gov't Ship 3/</u>			
TDY	Gov't Lodging and Gov't Meals	None	Civilian Employee Pays for Meals

NOTES:

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- b. If travel is in the local area (see par. 2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
- c. See par. 4780 for travel to/from a transportation terminal.
- d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler’s normal transportation cost to get to work.

- f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
 - g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
 - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
 - i. For distance determination see, par. 2650-A (DTOD requirements).
2. **Meals.** With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **See par. 4230 for occasional meals authority.**

NOTE: Mission related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Reimbursable Expenses. See App G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See par. 7650 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in par. 2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or home.

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

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

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

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

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

1. An RC member at an AT site when both Gov't Qtrs and Gov't dining facility/mess are available; however, the member is authorized reimbursement for the Gov't Qtrs cost. If Gov't Qtrs and/or Gov't dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both Gov't Qtrs and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. 2800) of the assigned unit or home. If required to occupy transient Gov't housing, reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

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

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

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

G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. 2800, but not less than 150 miles one way, by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. T4045-G2.

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any RC member*) must be:

- a. Qualified in a skill designated as critically short by the Service Secretary;
- b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or
- c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

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

- a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.
- b. Lodging and Meals. The actual cost of the member's lodging (including tax (*NOTE*), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate.

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

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

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
Annual Training (AT) 5	Par. T4030 applies.	Not authorized if Gov't Qtrs & dining facility/mess available; otherwise par. T4040 applies. 6, 7
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6, 7
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov't Qtrs & dining facility/mess available.
Member commutes or AO determines member can commute.	See par. T4030-E applies for one roundtrip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
ADT for fewer than 140 days/active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

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

FOOTNOTES
(Tables 1 and 2)

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see par. 7665).

2/ Except as noted in par. 2240.

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

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

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

6/ Temporary lodging facilities are not Gov't Qtrs for purposes of this table.

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

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

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

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

**FOOTNOTES
(Table 3)**

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

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

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

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

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

B. During the Trip

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

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

C. After the Traveler Returns

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

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

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

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

5. Lost/Stolen/Unused Paper Tickets. See, par. 2715-A. The traveler:

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

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

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

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

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

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

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

T4060 AO RESPONSIBILITIES

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

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

B. What's Allowable and Not Allowable

1. Transportation

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

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

2. Authorizing Business class Transportation Accommodations. Only the officials listed in pars. 3510-A and 3620 (trains only) may authorize/approve business class accommodations use (two star level or civilian equivalent). Examples of reasons for use of business class accommodations are found in par. 3520-C, and must be recorded on the Trip Record.

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

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

c. The 14 hour rule only (see par. 3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business class transportation should not be provided.

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

e. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to

authorize/approve a rest stop or an upgrade.

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

3. **Using U.S. Certificated Carriers.** Available U.S. certificated air carriers must be used for all commercial foreign air transportation of persons/property when the Gov't funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). See par. 3525-D. *U.S. certificated carriers are not "available" if:*

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

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

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

4. **Travel Involving Leave or Personal Convenience Travel.** The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel. See App P, Part 2, par. E.** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Gov't. For a civilian traveler, par. 4020-B applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

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

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

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW par. 3330-C1.

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

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

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

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

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (par. 4580), or a small amount of HHG for a member (par. 4500) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in Ch 4, Part E.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no Gov't dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JTR Introduction under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A13e for more on reduced per diem for a civilian

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:
- Under emergency circumstances that threaten injury to human life or damage to Gov't property when authorizing per diem is the only method to handle the situation; and,
 - To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See par. 7815, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a COCOM, authorizes an extension. See JTR Introduction for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in par. 2240).
- For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active duty for other than training at one location, travel and transportation allowances are payable under Ch 5, as for PCS for an RC member unless the call to active duty for other than training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW Ch 4 Part K. Private vehicle mileage is reimbursed under par. 5006.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See Ch 5, Part B13.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither Gov't Qtrs nor commercial lodging is available. This applies only when the locality per diem rate for the lodging facility location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Must, Shall, Should, May, Can, Will. See **HELPING VERB FORMS** in App A.

APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

PART 1: DoD MEMBERS

NOTE: For NOAA, see App Q2.

- 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 pars. 7355-E2b or 7355-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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	10
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)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Crete	24	18		
Souda Bay	N/A	12	04-18-97	17
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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Kunsan AB (US)	N/A	12		4
Mujak/Pohang	N/A	12		4
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)				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Oman	24	12		
Pakistan	24	12		8
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	
Szczecin	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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Seychelles	24	12		
Sicily (See Italy)				
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		*24
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		*24
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Incirlik	24	15		19, *24
Iskendrum	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Istanbul	N/A	12		
Izmir	N/A	12		
Izmit	N/A	12		
Karatas	24	12		*24
Malatya	24	12		*24
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, par. 5102-B5, 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 par. 5102-B5 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.

***24** OUSD P&R memo dated 23 June 2014 denies command sponsorship for same sex spouse of a member assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. DoD's policy is that all command sponsored dependents receive SOFA protections.

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APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

PART 3: DoD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

See Ch 5 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 Appendix. See par. 5840-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 Q4, 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			

<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>
Banja Luka		X ⁹			
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			

<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>
Hungary (<i>eff 11-25-08</i>)					
Papa		X ¹		X ²	
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			

<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>
Myanmar		X			
Nigeria		X ¹			X ²
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 ^{1 7}			X ²
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X ¹			X ²
Turkey (except as indicated below)		*X ¹²			
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

<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>
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 par. 5596-C, 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 5596-C, 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.

*12 OUSD P&R memo dated 23 June 2014 denies command sponsorship for same sex spouse of an employee or same sex domestic partner assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. DoD's policy is that all command sponsored dependents receive SOFA protections.

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APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

- A. R&R Leave Transportation. See par. 7005 for regulations concerning Funded R&R Leave Transportation.
- B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only.
- C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.
- D. R&R Locations/Destinations. The following are authorized R&R locations/destinations *for Uniformed Service members and for DoD civilian employees*:

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Afghanistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Albania	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Bahrain	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Bosnia-Herzegovina	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Chad (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Croatia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Cuba (JTF-GITMO <i>only</i>)	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
Democratic Republic of the Congo (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Djibouti	AFRICOM	Airport closest to leave point	Airport closest to leave point	2, 3
Ethiopia (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Hungary	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Iraq	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	1, 6
Jordan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Kenya (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Kuwait	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Kyrgyzstan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Macedonia, The Former Republic of Yugoslavia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Montenegro	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Oman	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Pakistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Qatar	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Rwanda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Saudi Arabia	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Serbia (includes Kosovo)	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Slovenia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Somalia	AFRICOM	Airport closest to leave point	Airport closest to leave point	3

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Sudan (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Syria	CENTCOM	Airport closest to leave point	Airport closest to leave point	
Tajikistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
*Turkey, Gaziantep	*EUCOM	*Frankfurt, Germany	*Baltimore, MD	*8
Uganda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
United Arab Emirates	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Uzbekistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 7
Yemen	CENTCOM	Airport closest to leave point	Airport closest to leave point	2

1/ Only for the mission of Operation Southern Watch.

2/ Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

3/ Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.

4/ Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan. Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. OUSD (P&R) memo of 27 December 2011 extends the authority IAW 5 USC §9904.

5/ OUSD (P&R) memo of 1 October 2010 per USAFRICOM request approved seven new R&R locations effective 1 October 2010. The new country locations are Chad, Democratic Republic of the Congo, Ethiopia, Kenya, Rwanda, Sudan and Uganda. R&R leave transportation allowances are applicable for tour assignment commencing on 1 October 2010; retroactive authority for previously performed transportation is not authorized. GOV'T funded round-trip transportation between the approved R&R location and the CONUS APOD is authorized for eligible participants. No OCONUS destinations were designated.

6/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.

7/ OUSD (P&R) memo of 6 May 2014 recertified several countries as R&R leave areas, continuing through a one year period beginning 1 June 2014, but only for members and employees whose deployment to this country commenced before 1 June 2014.

*8/ OUSD (P&R) memo of 12 May 2014 waives the DoDI 1315.18 requirement that an area in which entry of service members on official or unofficial travel be controlled IAW Defense Electronic Foreign Clearance Guide through December 31, 2015.