JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 JANUARY 2015

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/CAP 156-14(E) -- Dual Lodging Authorized. Clarifies dual lodging may be authorized (in advance) when there is an economic impact based on daily/weekly/monthly room rates, availability, storage charges, etc. that is known in advance. Affects par.4145-A.

MAP 168-14(I) -- Delete Appeal Submission Address for Navy. Deletes the separate appeal submission address for Navy and includes them with the other DoD Services in JTR Intro, par. D1d(1). Affects JTR, Intro D1d.

MAP/CAP 169-14(I) -- 2015 Government Meal Rates. Updates Government Meal Rates for CY 2015. Affects App A1.

MAP/CAP 171-14(I) -- Correct Reference and Update Appendices I and O. This item corrects reference in JTR, par. 7115-E and removes reference to communications services in Appendix I4 and phone calls in Appendix O. Effective 1 October 2014, communication service expenses, including phone calls 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). Affects par. 7115-E, App I4-A2, Item 16, and App O, par. 4060.

MAP/CAP 173-14(I) -- Remove Reference to Laundry/Dry Cleaning. This item removes reference to Laundry/Dry Cleaning in JTR, par. 4095-G. Effective 1 October 2014, Laundry/Dry Cleaning expenses are no longer reimbursable as a separate miscellaneous travel expense, but reimbursed through the incidental expenses portion of the M&IE (Meals and Incidental Expenses) per diem rate. Affects par. 4095-G.

MAP 174-14(I) -- Restricted Tour Kyoga-Misaki, Japan. Establishes a 12-month dependent restricted tour for Kyoga-Misaki, Japan effective 14 November 2014. Affects App Q1.

MAP/CAP 176-14(I) -- Exception for Lodging and/or Meals Obtained under Contract. This item corrects language ICW lodging and/or meals obtained under contract. Affects pars. 4135-D, 4340-D, and 4965.

CAP 177-14(I) -- EVT Limited to one Eligible Traveler. This item adds wording to clarify that only one eligible traveler is ordinarily authorized to travel at Gov't expense, ICW EVT. Affects pars. 7020-E1 and 7020-H3.

MAP/CAP 180-14(I) -- Reimbursable Expenses. This item removes and/or corrects outdated information ICW reimbursable expenses in App O. Affects pars. T4040-A3g, T4040-A10b and A10c, and T4060-B8.

CAP 182-14(I) -- Authority Revision for DCIPS Employees in App Q4. This item revises and updates authority to establish authority to administratively fix tour lengths for DCIPS employees in App Q4.

MAP 183-14(I) -- HHG CONUS Unusually Arduous Sea Duty. Corrects references in par. 5296-C2 to authorize HHG transportation from CONUS PDS to unusually arduous sea duty. Affects par. 5296-C2.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 JANUARY 2015

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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INTRODUCTION TO

JOINT TRAVEL REGULATIONS, (JTR)

FOR UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

A. Foreword. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. PDTATAC is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)).

B. Purpose And Authority

1. Scope. The JTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of:

a. Uniformed Service Active Duty members,

b. Uniformed Service Reserve Component members,

c. DoD civilian employees, and

d. Civilians who travel using DoD funding.

2. **Uniformed Members Only**

a. When necessary, a Uniformed Service:

(1) May supplement the JTR with administrative regulations (see pars. 1015 and 1020), but

(2) May not prescribe allowances that differ in amount or type from those authorized by the JTR, unless specifically permitted.

b. DoD administrative regulations that implement the JTR must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoDD 5154.29.
.
c. If there is a headquarters' dispersal, each PDTATAC member has the authority to prescribe the allowances in the JTR.

d. Each PDTATAC member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)//BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DoN) until the headquarters activities are centralized. At that time, PDTATAC is again vested with the regulation issuing authority.

e. Uniformed member regulations in the JTR are issued under the following authorities:

1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapters 7 and 8) and Title 10;

2. DoD Directives, such as DoDD 1315.07, DoDD 5154.29;

3. DoD Instructions, such as DoDI 1315.18, and DoDI 1327.06; and

4. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

3. **Civilian Employees Only**

a. If there is a headquarters dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations.

b. Each DoD PDTATAC member may issue necessary regulations prescribing travel and transportation allowances applicable to that Service (or those Services in the case of the DoN) until the headquarters activities centralized. At that time, PDTATAC is again vested with regulation issuing authority. ***The JTR remains the governing regulations for OSD and Defense Agency employees***.

c. DoD civilian employee regulations in the JTR are issued under the following authorities:

(1) Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) (CFR, Title 5);

(2) The USC, primarily sections found in Title 5 (especially Chapter 57, concerning allowances for travel, transportation, and subsistence) and Title 10;

(3) Executive Orders, GSA Commuted Rate Schedule, and DoD directives and instructions; and

(4) Decisions of the U.S. Comptroller General (CG), GSA Civilian Board of Contract Appeals (CBCA), and OSD General Counsel (OSD(GC)).

C. Decisions. Throughout the JTR, the following decisions are referenced: Comptroller General (Comp. Gen.) decisions from the GAO, General Services Administration Board of Contract Appeals (GSBCA), Civilian Board of Contract Appeals (CBCA) and Department of Defense Office of Hearings and Appeals (DOHA).

1. Comp. Gen. Decisions. Comp. Gen. decisions:

a. Appearing in the published annual GAO volumes are cited by volume, page number, and date. Example: 71 Comp. Gen. 530 (1992).

b. That do not appear in the published GAO volumes are cited by the appropriate file number and date. Example: B-248928, 30 September 1992.

2. GSBCA Decisions

a. GSBCA decisions are listed on their website by category and case number (the case number includes the date the decision was issued). Example: Travel Cases, GSBCA 14401-TRAV issued 06-01-98.

b. In the JTR, GSBCA decisions are cited by case number, category, and date. Example: GSBCA 14515-TRAV, 22 July 1998.

3. CBCA Decisions. CBCA decisions are cited using a GSBCA or CBCA number and date.

4. DOHA Decisions

a. DOHA decisions are listed on their website by category, type, year, and case number. Example: Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812.

b. In the JTR, these decisions are cited by DOHA claims case number and date. Example: DOHA Claims Case No. 97091101, 5 May 1998.

D. Travel Voucher Settlement Appeal

1. **Uniformed Members Only**

a. General

(1) Under 31 USC §3702, the SECDEF settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

(2) An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

(3) A disbursing/certifying official, or the a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DoD. See DoDI 1340.21, effective 12 May 2004. A copy of the request should be sent to the PDTATAC Policy & Regulations Chief.

b. Appeal Submission. A uniformed member appealing a travel voucher settlement must submit the appeal via the proper paying office (i.e., the office that made the payment) IAW Service regulations and DoDI 1340.21.

c. Member Responsibility. It is the member's responsibility to properly submit the travel voucher.

d. Service Address for Appeals. A member must first submit the appeal via the proper Service address or direction as follows:

*(1) Army/Air Force/Marine Corps/Navy. DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700.

*(2) Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

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

*(4) U.S. Public Health Service. Submit to the proper Operating Division IAW guidance provided by Service agreement.

e. ***An appeal sent directly to DOHA is not properly submitted***. DOHA is the ***final*** appeal authority. The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

2. **Civilian Employees Only**

a. General. Under 31 USC §3702, the U.S. Comptroller General settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the OMB. OMB delegated this authority to the GSA, who assigned it to the GSBCA. Effective 6 January 2007 Congress established the CBCA within GSA (Section 847 of P. L. 109-163) and the claims settlement function was transferred from GSBCA to CBCA.

b. Appeal Submission. A civilian employee appealing a travel voucher settlement must submit the appeal to the CBCA (no specific form or format is required) to:

The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone: (202) 606-8800
FAX: (202) 606-0019
Internet address of the CBCA: http://www.cbca.gsa.gov

c. Employee Responsibility. The claim must be forwarded through the proper paying office (i.e., the office that made the payment), which must attach an administrative report explaining why the claim was settled as it was.

d. Advance Decision. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through PDTATAC.

E. Paragraph Numbering System

1. JTR paragraph (par.) references should be in the following format:

JTR, par. 5310
JTR, par. 5310-A
JTR, par. 5310-A1
JTR, par. 5310-A1a
JTR, par. 5310-A1a(1)(a)

2. Not all par. numbers are in consecutive numerical sequence (e.g., 1010, 1011, 1012). Numbers may be skipped (e.g., 5305, 5310, 5315) so that a new paragraph can be added without changing existing par. numbering.

F. Monthly Changes

1. Travel Determinations

a. Uniformed Travel Determinations (UTD). UTDs revise regulations affecting the Uniformed Services.

b. Civilian Travel Determinations (CTD). CTDs revise regulations affecting civilian employees.

2. UTD/CTD Effective Date

a. A UTD/CTD is effective on:

(1) The JTR publication date,

(2) The PDTATAC Chair's signature date,

(3) The date after the last signature mutually agreed upon by the Services, or,

(4) Another date, if permitted or required by law.

3. Immediate Changes. When a UTD/CTD effective date is earlier than the change date, the UTD/CTD is posted to the DTMO website under IMMEDIATE CHANGES.

4. Monthly Changes

a. JTR changes:

(1) Are issued monthly, and

(2) Contain the text and/or rate changes directed in UTDs and CTDs.

b. UTDs/CTDs are summarized on the Cover Sheet of the monthly change.

5. New/Revised Wording. New/revised wording, in the JTR, is indicated by an asterisk () symbol.

G. Feedback Reporting

1. JTR change recommendations should contain an explanation of, and rationale for, the proposed change.

2. When the proposal relates to an actual situation, the details should be included.

3. Submit feedback reports concerning inadequate per diem rates IAW par. 4120.

4. Suggestions that would improve JTR are encouraged and should be routed as follows:

a. Army

(1) **Uniformed Members Only.** Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.

(2) **Civilian Employees Only**. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

b. Navy

(1) **Uniformed Members Only**. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

(2) **Civilian Employees Only**. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

c. Air Force

(1) **Uniformed Members Only.** Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

(2) **Civilian Employees Only**. Air Force Civilian Advisory Panel Member, HQ AF/A1CM,1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

d. Marine Corps

(1) **Uniformed Members Only**. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

(2) **Civilian Employees Only**. Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

e. Coast Guard (**Uniformed Members Only)**. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

f. NOAA Corps (**Uniformed Members Only)**. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

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

h. Office of the SECDEF and other DoD Components (**Uniformed Members Only)**. Directly to Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

i. OSD/WHS/Defense Agencies (**Civilian Employees Only)**. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

H. How To Get the JTR. See the DTMO website for material that can be downloaded and printed.

I. How to Obtain Locality Per Diem Rates. See the DTMO website for current per diem rates.

CHAPTER 1: GENERAL

PART A: ADMINISTRATION AND GENERAL PROCEDURES

1000 APPLICATION

A. Personnel Covered

1. **Uniformed Members Only:** The JTR applies to:

a. An Active or RC member, without regard to the Service, Agency (e.g., DIA), or other Gov't entity (e.g., DHS, DoS);

b. Dependent(s) of an individual covered by JTR (unless eligible for separate allowances); and

c. A member on loan, assignment, or detail to another Department/Agency. Except as in par. 1235, or unless otherwise provided for by law (5 USC §5536), a member on loan/assignment/detail to another department/agency is authorized JTR allowances, not the allowances of the department/agency to which loaned/assigned/ detailed.

2. **Civilian Employees Only:** The JTR applies to:

a. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;

b. Dependent(s) of an employee/individual covered by the JTR (unless eligible for separate Allowances);

c. A civilian official and/or employee of another Gov't department and/or agency who performs an official assignment for and at DoD's expense;

d. A DoD personal services contract employee (27 Comp. Gen. 695 (1948));

e. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, Civilian Marine Personnel Instruction (CMPI) Instruction 4650;

f. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);

g. A National Guard technician employed pursuant to32 USC §709;

h. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Gov't;

i. A new appointee to the SES, and

j. Certain Presidential appointees.

B. Personnel Not Covered. The JTR does ***not*** apply to:

1. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year;

2. A NAF official and/or employee traveling on NAF business (JTR may be adopted and interpreted by NAF activities for NAF employees.);

3. A contractor's representative and/or contractor's employee under a contract with DoD;

4. A DoD employee appointed under 22 USC §2385(d); or

5. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD Agency and who is subject to the funding Agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America' always applies to DoD personnel).

C. Statutory Regulations.

1. **Uniformed Members Only:** The JTR:

a. Is the basic statutory Regulation governing a Uniformed member's:

(1) Travel and transportation at Gov't expense,

(2) Certain OCONUS station allowances (OCONUS COLA, TLA),

(3) Housing allowances (BAH, FSH, and OHA), and

(4) CONUS COLA.

b. Has the force and effect of law and is issued primarily under the authority of 37 USC §§481 and 1001.

2. **Civilian Employees Only:** The JTR:

a. Implements the basic statutory regulation issued by GSA (FTR), governing a civilian employee's travel and transportation at Gov't expense.

b. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the Gov't

1. **Uniformed Members Only:**

a. The JTR:

(1) Addresses allowances paid/reimbursed by the Gov't; and

(2) Does ***not*** address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

b. A travel authorization permitting travel at the member's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

2. **Civilian Employees Only:**

NOTE: An employee must not be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official travel reimbursement or reducing allowances.

a. General. The JTR:

(1) Addresses allowances paid/reimbursed by the Gov't, and

(2) Does ***not*** address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). See DoDI 1400.25, Vol. 630 and Component supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.

b. Policy. When travel at Gov't expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. 2020 for policy on travel at Gov't expense.

c. Employee Status

(1) An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See DoDI 1400.25, Vol. 630.

(2) For a funded order to be issued, the employee must be in a duty status. An employee in a leave status when a funded order is issued, enters a duty status to execute the order.

E. **Uniformed Members Only:** Separation by Personal Choice

1. Public Health Service (PHS) Member. The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, deny a PHS member any/all travel and transportation allowances if the member resigns/ separates, by personal choice:

a. Before completing 2 years of continuous active duty, or

b. Before completing a period of active duty agreed to in writing, or

c. Without adhering to Service policy regarding separation from the Service or release from active duty.

2. National Oceanic And Atmospheric Administration (NOAA) Corps Member. The Secretary of Commerce may, at the Secretary's discretion, deny a NOAA Corps member any/all travel and transportation allowances if the member resigns/separates, by personal choice, before completing 3 years of service from the appointment date in the NOAA Corps.

F. **Civilian Employees Only:** FTR Authority Not Implemented. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

1005 PROHIBITION NOT STATED

A. Authority

1. **Uniformed Members Only**: The JTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in JTR.

2. **Civilian Employees Only:** The FTR creates the authority for payment of certain allowances and is implemented in DoD by the JTR.

B. Prohibition. There may be circumstances when travel and transportation allowances are prohibited and are so stated. ***However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (i.e.., the philosophy of "It doesn't say I can't therefore I can." does not apply to the JTR).***

1015 IMPLEMENTATION

A. Regulatory Authority. IAW DoDD 5154. 29 the provisions and subsequent changes to the JTR are effective based on PDTATAC regulatory authority.

B. Allowance Implementation. ***The JTR requires no further allowances implementation.***

C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.

2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing below should be implemented by Service/Agency regulations. The following list may not be all inclusive:

a. Completion and submission of travel vouchers (Ch 2, Part K);

b. Appropriate authority/approval level for business class air travel (par. 3500);

c. Order endorsements related to foreign flag carrier use (par. 3525-F);

d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. 2030);

e. Procedures and conditions under which advance payments are authorized including those in:

(1) PDT (Ch 5),

(2) Evacuation Allowances (Ch 6),

(3) Recruiting expenses (par. 7625),

(4) TLA IAW par. 9157 **(Uniformed Members Only),**

(5) TQSE IAW Ch 5, Part B9 **(Civilian Employees Only)**, and

(6) OHA, IAW par. 10028. **(Uniformed Members Only)**
NOTE: Advance MIHA is not authorized.

f. Appropriate separation or retirement activities (pars. 5066-A3 and 5068-A3);

g. Claims for personally procured HHG transportation (par. 5210-D);

h. Traveler financial responsibility (pars. 2000, 3105-B, 5206-G, 5212-E, 5322-B2, 5336, 5364, 5388, 5416, 5634-B, 5672-A, 5708, 5710-B, 5742-E2, 5752-E2, 5596-B and 5846-B);

i. Personal emergency determination (par. 7010-A);

j. Establishing dependency (see App A definition of dependent),

k. CTO use policy (par. 2400);

l. Procedures for extending evacuation safe haven allowances (par. 6095-D2);

m. Transportation of the remains of a deceased member/employee and/or a deceased dependent (Ch 7, Part F);

n. Currency loss/gain procedures for OHA (par. 10028-D) **(Uniformed Members Only)**;

o. Command sponsorship criteria (see App A definition of command sponsored dependent) **(Uniformed Members Only)**;

p. Family member travel and transportation incident to the repatriation of a member held captive par. 7425) **(Uniformed Members Only)**;

q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-D) **(Uniformed Members Only)**; and

r. Dependent escort travel and transportation allowances (par. 5152-F) **(Uniformed Members Only)**.

1020 SERVICE/AGENCY REGULATION REVIEW PROCESS

A. Requirement. DoDD 5154.29 requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.

B. Application. The review process applies to all DoD Uniformed Services and DoD components. Non-DoD Uniformed Services may submit their written material for review as desired.

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

1. Email: pdtatac@dtmo.pentagon.mil; or

2. Mail:

   Per Diem, Travel and Transportation Allowance Committee
   Attn: Policy & Regulations Branch
   4800 Mark Center Drive
   Suite 04J25-01
   Alexandria, VA 22350-9000

3. Fax: (571) 372-1301 DSN (312) 372-1301

1025 EXPENDITURE AUTHORITY

Nothing in the JTR provides authority for expenditures for purposes not provided for in appropriations and/or in law.

1030 DUPLICATE PAYMENT

1. A duplicate payment is a Gov't payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.

2. ***Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the Gov't.***

3. A non-deductible meal (par. 4210) provided to a traveler in a per diem status is not a duplicate payment.

4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in JTR.

5. The Improper Payments Information Act of 2002, P. L. 107-300 may apply.

1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fail to follow these Regulations. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/ written), non-judicial action, or other appropriate personnel means. Disciplinary action must ***not*** be through refusal to reimburse unless no authority exists or is so stated in this regulation (e.g., par. 2400-E).

1040 REGULATION CHANGE EFFECTIVE DATE

A change to the JTR is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

The application of basic laws, appropriation acts, JTR (and FTR for civilian employees), and departmental instructions to specific travel circumstances is subject to interpretation by the OSD GC and DOHA (for uniformed members), and CBCA (for a civilian employee). OSD GC, DOHA, CBCA, GSBCA, and GAO decisions provide guidance for similar cases/situations involving the same circumstances and where applicable are referenced. ***Other interpretations are strictly advisory in nature.***

1050 TERMINOLOGY

The terminology used in the JTR may be unique to the JTR. See App A, Part 1 for definitions of terms, and Part 2 for acronyms. Use the relevant Chapters and Parts, with App A to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other Gov't regulations.

CHAPTER 1: GENERAL

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

1300 RETAINING PROMOTIONAL ITEMS

A. General

1. The JTR addresses "reimbursable" allowances funded by the Gov't.

2. Non-reimbursable expenses, for goods/services obtained:

   a. Through personal purchase, or

   b. Under the same conditions as those offered to the general public and at no additional Gov't cost,

do not require authorization/approval, and are not reimbursable regardless of the AO's authorization or approval.

B. Promotional Materials/Benefits

1. A traveler on official business may keep promotional material, including frequent traveler benefits, for personal use (e.g., points, miles, upgrades, or access to carrier clubs/facilities).

2. Promotional material must be:

   a. 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

   b. At no additional Gov't cost.

3. Examples of promotional materials include:

   a. Vendor-provided complimentary upgrades to room/transportation accommodations, and

   b. Upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

4. ***Promotional benefits/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.***

5. Promotional materials received for travel using other than Service/Agency funds are not covered by this rule. The traveler should seek guidance from the funding authority.

C. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional per diem or reimbursable expenses 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

1. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier.

2. 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.

3. See 31 USC §3721 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.

1305 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

DoD Services/Components should refer to the Joint Ethics Regulation (JER), DoD 5500.7-R for regulations concerning:

1. Standards of conduct and accommodating non Federal sources for travel and transportation expenses,

2. Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel, and

3. Travel expenses paid from a non-Federal source

Non-DoD Services should refer to Service regulations.

CHAPTER 3: TRANSPORTATION

PART G: TRAIN TRANSPORTATION

3600 GENERAL

A. Policy. A traveler must:

1. Use economy/coach accommodations, unless 'other than economy/coach' is authorized IAW this Part and App H.

2. Use adequate reserved economy/coach accommodations when available, and

3. Be provided slumber economy/coach sleeping accommodations, for overnight travel.

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

1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be authorized is not authorized.

2. Upgrades at no cost to the Gov't.

Effective 14 August 2013
C. First Class and Business Accommodations Authorization/Approval for **USCG Only**. When USCG funds are used for official travel:

1. First class travel accommodations must be authorized/approved by the Secretary of Homeland Security; and

2. Business-class accommodations must be authorized/approved by the USCG Commandant or Vice Commandant;

regardless of the transportation mode or costs.

3605 ECONOMY/COACH ACCOMMODATIONS

Economy/coach:

1. Is the basic accommodation service regardless of the fare paid.

2. Includes reserved coach accommodations, as well as slumber coach accommodations, when overnight train travel is involved.

3610 SLUMBER COACH

Slumber coach includes:

1. Slumber coach accommodations on trains offering such accommodations, or

2. The least expensive sleeping accommodations available on a train that does not offer slumber coach.

3615 OTHER THAN ECONOMY/COACH ACCOMMODATIONS

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

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.

2. Business Class. Business class is above economy-/coach-class on extra fare trains (e.g. AMTRAK Acela Express), but is lower than first class.

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

3620 AO AUTHORITY

The AO can authorize/approve the following:

1. Economy/Coach Class. Any standard economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. CONUS Train Service

a. Travel by extra fare trains (e.g. AMTRAK Acela Express), may be authorized/approved when to the Gov't's advantage and/or required for security reasons.

b. Extra fare train service (e.g. AMTRAK Acela Express) is a class above the lowest class offered on a 'standard' economy train.

c. An extra fare train, authorized/approved by the AO, is to the Gov't's advantage.

*d. No further agency authority is needed, **Exception for USCG Members:** See par. 3600-C).

e. If the lowest class available is first class, the AO must comply with par. 2110 requirements for 'other than economy/coach' travel.

f. Coach class is the lowest available class on Amtrak Regional trains.

g. AMTRAK Acela Express first class accommodations may be authorized/approved only IAW par. 3625 (CBCA 2046-TRAV, 20 October 2010).

3. OCONUS Train Service

a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/ approved by the AO when its use is to the Gov't's advantage, or is required for security reasons.

b. The lowest class available is to the Gov't's advantage and no further agency authorization/approval is needed.

c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. 2110 requirements for 'other than economy/coach' transportation annotation on the travel order.

d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO (**Exception for USCG Members:** See par. 3600-C.) may authorize the lowest class accommodations (even if that is called 'first class') that have assigned seating.

e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. 3625.

3625 'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS

A. Authorizing/Approving Official. The 'other than economy/coach' authorizing/approving official in par. 3510 may authorize/approve the 'other than economy/coach' train accommodations. **Exception for USCG Members:** See par. 3600-C.

B. Requirements. See par. 2110-F.

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

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

1. Coach Class Accommodations Are Not Reasonably Available. "Reasonably available":

a. Means available coach class accommodations scheduled to:

(1) Leave within the 24 hour period before the traveler's proposed departure time, or

(2) Arrive within the 24 hour period before the traveler's proposed arrival time.

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

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

(1) Arrival time later than the required reporting time at the duty site, or

(2) Departure time earlier than the traveler is scheduled to complete the duty.

2. Medical Disability/Special Need

a. Authorization/Approval. See par. 2110-J and App H4.

b. Disability/Special Need

(1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. 2110-J and App H.

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

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

(4) A certification statement must include:

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

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

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

c. Attendant. If an accompanying attendant is authorized IAW par. 7170 and the attendant's services are required en route, the attendant may be authorized/approved to use the same 'other than economy/coach' accommodations.

3. Exceptional Security Circumstances

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

b. Examples are:

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

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

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

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

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CHAPTER 4: TDY

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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 1: GENERAL

4050 PER DIEM

A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.

2. Per diem is payable for whole days, except for PDS departure/return days.

3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.

4. Per diem rates are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. 4130-K if neither Gov't Qtrs nor commercial lodging is available at the TDY location.

5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.

6. 'Lodging-Plus' per diem is not authorized for any day that PCS 'MALT-Plus' per diem is paid (**Uniformed Members Only**).

7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

8. GSA, DoD, and DoS are responsible for travel per diem rates. See par. 4120.

9. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates.

10. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. 2710 and DoDFMR 7000.14-R, Volume 9).

12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/GMR cannot be applied for the first and last travel days.

13. Ordinarily, per diem is based on the traveler's TDY location at 2400.

14. M&IE payment does not require expense itemization and/or receipts.

15. Box lunches, inflight meals and rations furnished by the Gov't on military aircraft are not a Gov't dining facility/mess for per diem computation purposes.

16. For TDY within a COCOM/JTF AOR, see par. 4605.

17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. 4205).

18. A Gov't meal paid for by the traveler and consumed in a Gov't dining facility/mess is not a deductible meal.

19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.

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

a. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

b. See Ch 3 for transportation allowances.

c. Occasional meals may be reimbursed IAW par. 4230 when the member is required to procure a meal(s) at personal expense outside the PDS limits **(Uniformed Members Only)**.

B. TDY Location

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

a. Reservation,

b. Station, or

c. Other established area. This includes established, large reservation subdivisions that:

(1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawaii); or

(2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).

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

a. Front gate location for the reservation, station, or other established area, or

b. County per diem rate for the TDY location, or

c. Standard CONUS per diem rate, if neither the city/town nor the county is listed..

C. References

1. TDY Location Determination. See the U.S. Census Bureau website to determine in which county a destination is located.

2. Per Diem Location Claims Case. See DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010.

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

E. Restriction in Establishing PDS **(Civilian Employees Only)**. Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).

F. Overseas Post Differential **(Civilian Employees Only)**

1. The foreign/non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive.

2. Per diem payment is authorized concurrent with a differential payment when an employee is assigned away from the PDS on detail/TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment while on the detail/TDY.

4055 TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS

A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the M&IE rate for the TDY location is paid for each travel day.

B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2).

C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.

D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.

E. Meals Deduction

1. See par. 4230 for occasional meals authority **(Uniformed Members Only)**.

2. No meals deduction is made **(Civilian Employees Only)**.

F. Tax Implications **(Civilian Employees Only)**. Per diem payment for TDY of more than12 hours but less than/equal to 24 hours may be taxable (IRS Revenue Rule 68-663 & 26 CFR §1.162-2(a). The employee should verify possible state and local implications.

4060 TDY MORE THAN 24 HOURS

A. Per Diem Rate Determination. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location.

B. Lodging Required En Route. When lodging is required, and the traveler is still en route, the applicable per diem rate is the:

1. TDY location per diem rate, or

2. Stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations.

C. Per Diem Limitation. Only one per diem rate is applicable to a calendar day.

4065 DEPARTURE DAY (FROM THE PDS, HOME, OR OTHER AUTHORIZED POINT)

A. M&IE Rate. 75% of the appropriate locality M&IE rate is paid:

1. Regardless of departure time, and

2. If travel begins and ends on the same day, and is longer than 12 hours.

B. Rates Not Applicable. The GMR, PMR, $3.50 OCONUS IE, and reduced per diem rate ***do not apply***.

C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.

D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:

1. TDY location per diem rate, or

2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.

E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

USCG Members Only: USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

4070 STOPOVER POINT

A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. ***Lodging does not include sleeping in the transportation terminal.***

B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

4075 FULL CALENDAR TRAVEL DAYS

A. Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination) the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling, plus the applicable M&IE rate.

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

4080 RETURN DAY (TO THE PDS, HOME, OR OTHER AUTHORIZED POINT)

A. General

1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.

2. The GMR, PMR, $3.50 OCONUS IE, and reduced per diem rate ***do not apply***.

3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.

B. Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning, the per diem is the actual lodging cost, NTE the applicable stopover point/TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

C. Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight, the per diem is the M&IE rate applicable to the preceding calendar day.

D. **USCG Members Only:** For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.

4085 EXAMPLE

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

4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status

1. Per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death, NTE the ordered travel official distance **(Uniformed Members Only)**.

2. Per diem terminates at the end of the calendar day the employee is determined to be dead **(Civilian Employees Only)**.

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

C. TDY ICW Leave

1. General

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

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

2. Absent from PDS for Personal Reasons. Except as provided in par. 4090-C5, a traveler who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

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

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

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

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

5. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. 4090-C3, a traveler upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round trip distance and expense are not greater than the distances and constructed travel expense between the traveler's PDS and the TDY location (27 Comp. Gen. 648 (1948)).

6. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS

a. When a traveler leaves the PDS on leave for 5 or more days and, because of an unforeseen circumstance, it is necessary to cancel the leave and recall the traveler to the PDS within 24 hours after departure, return per diem and transportation expenses may be authorized.

b. If a traveler's leave away from the PDS is interrupted because the traveler is recalled to the PDS, or is authorized to perform TDY at another place, and the traveler wishes to resume leave immediately after duty completion at the place leave was interrupted or at another place, per diem and transportation expenses may be authorized NTE the round-trip per diem and transportation expenses may for travel from the place leave was interrupted to the place the duty was performed.

c. The one way, or round-trip, must not be allowed unless, a statement in the order indicates that an administrative determination was made that the personal expense incurred by the traveler in traveling to the leave location made it unreasonable to require the traveler to assume the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).

7. Leave Interrupted for TDY, Traveler Not Allowed to Resume Leave Status

a. A traveler on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed.

b. For return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed for the excess constructed per diem and transportation expenses for return directly from the leave location to the PDS.

c. TDY allowances are payable at the TDY location. (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

8. TDY Directed at Leave Status Termination.

a. A traveler on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses when the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS (19 Comp. Gen. 977 (1940)).

b. If, in relation to the leave location, the TDY location is located in a routing direction through and beyond the traveler's PDS, the allowable per diem and transportation expenses are limited to that for round trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

9. TDY Order Cancellation after Travel Commencement and while on Leave

a. When a traveler is on leave en route to a TDY station and the TDY order is canceled, the traveler is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin.

b. The allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on leave.

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

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

(1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and

(2) Leave address, or place at which the order is received, to the TDY station; and

(3) TDY station to the new PDS.

b. TDY allowances at the TDY location.

D. Order Canceled while Traveler Is en route to a TDY Station

1. If a TDY order is canceled while the traveler is en route to the TDY station, round trip travel and transportation allowances are authorized between the PDS or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS, NTE the round trip distance from the PDS to the TDY station.

2. ***Per diem is not authorized for any day on which the traveler was in a leave status.*** See 51 Comp. Gen. 548 (1972) and B-175427, April 14, 1972.

E. Field Duty **(Uniformed Members Only)**

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

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

c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. 4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

(1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and

(2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

(1) Authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or

(2) Delegate authority to prescribe such a rate to a:

(a) Department headquarters bureau/staff agency chief, or

(b) Naval Systems headquarters commander

but there may be no further delegation.

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

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

5. Occasional Meals. Par. 4230 permits reimbursement for occasional meals or lodging.

6. Combatant Command/Joint Task Force (COCOM/JTR) AOR. See par. 4605.

F. TDY Performed in Support of a Military Unit on Field Duty **(Civilian Employees Only)**

1. General. Per diem is not authorized for a TDY employee who:

a. Accompanies a military unit on field duty, or

b. Provides noncombatant support to a military unit (App A).

2. Per Diem Prohibition Period. Per diem prohibition applies when:

a. Gov't dining facility/mess (including field rations even though the employee is assessed a charge for that meal(s)), ***and***

b. Gov't provided billeting (non- transient barracks or tents)

are available.

3. Discount GMR. An employee on field duty is required to pay the discount GMR for a meal consumed in a Gov't dining facility/mess (including field rations).

4. Procured Meals/Lodging. Reimbursement is authorized for charges incurred for necessary meals/lodging procured during the TDY assignment.

G. Personnel Traveling Together

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

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

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

4. Per diem prohibition:

a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.

b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.

c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.

5. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.

6. If meals or lodging are not available, occasional meals and lodging are paid IAW par. 4230 **(Uniformed Members Only)**.

7. Limited reimbursement refers to reimbursement for occasional meals and lodging **(Uniformed Members Only)**.

8. A civilian traveler pays the food cost and operating expense (surcharge) and is authorized reimbursement for food costs **(Civilian Employees Only)**.

H. Straggler. See par. 7665. **(Uniformed Members Only)**

I. Ordered to Active Duty with PDS Not Designated in the Order **(Uniformed Members Only)**. TDY per diem is:

1. ***Not*** authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.

2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. 4090-J applies.

J. Service Academy Graduates. See par. 7650. **(Uniformed Members Only)**

K. Undergoing Processing **(Uniformed Members Only)**

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

a. Processing,

b. Indoctrination,

c. Basic training (including follow-on technical training and/or home station training for an RC member), or

d. Instruction in a TDY status

at a place that both Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available.

2. Per Diem Authorized. Per diem is authorized:

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

(1) Processing,

(2) Indoctrination,

(3) Training, or

(4) Instruction;

b. During a Delay/processing incident to:

(1) Travel to a designated PDS, or

(2) While awaiting transportation to PDS; or

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

L. Inpatient **(Uniformed Members Only)**

1. General. Per diem is:

a. ***Not*** authorized for a member who is a hospital inpatient.

b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (App A1).

2. Lodging. When a member must retain lodgings at the same or a prior TDY location, reimbursement is IAW par. 4230.

3. Hospitalized Member. See par. 4090-N.

M. Assignment to Rehabilitation Center/Activity **(Uniformed Members Only)**. A member is not authorized per diem for a TDY period when assigned to a rehabilitation center/activity for rehabilitation training and/or treatment when both Gov't Qtrs and dining facility/mess are available.

N. Hospitalized Member **(Uniformed Members Only)**

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, DoDFMR, Volume 7A, Ch 13, and (par. 1245).

2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the DoDFMR, Volume 7A, Ch 13.

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

1. Specifically authorized jointly by the Secretaries Concerned;

2. Traveling under a Uniformed Service order;

3. A per diem allowance is not authorized by the foreign government; or

4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

P. Navigational and Proficiency Flights **(Uniformed Members Only)**. A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized/approved at the member's request.

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

4095 REDUCED PER DIEM

A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.

2. Reduced per diem rate authority must be requested and authorized prior to the travel.

3. The reduced per diem rate must be less than the locality per diem rate.

4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. 4095-I.

5. Include the name and telephone number for a PoC who may be contacted concerning the request.

6. If the request is approved, the appropriate office listed in par. 4095-I authorizes a lower per diem rate to the requesting official.

7. USCG Exception. USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

B. Authority

1. A DoD Component head or the Secretary Concerned may authorize (in advance) per diem rates in lesser amounts (to zero) when the travel/duty circumstances warrant it and are unusual to the DoD Component/Service concerned. See par. 4090-E.

2. **Civilian Employees Only.** Except for pars. 4215 and 4110-C, a DoD Component head (App A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.

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

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

1. Obtained before travel begins, or

2. Part of an order amendment/modification covering a prospective period after the original order was issued,

an order prescribing a different per diem rate is ***not authorized*** and the applicable locality per diem rate is used.

Civilian Employees Only: See CBCA 2291-RELO, 20 April 2011

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

1. The order before travel begins, or

2. An order amendment/modification covering a prospective period after the original order was issued.

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

*G. Reduced Per Diem Increase. An increase to the zero/reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under Ch 4, Part C.

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

1. **Uniformed Members Only**

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

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

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

d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA,1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

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

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

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

h. Office of the SECDEF and other DoD Components. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Civilian Employees Only**

a. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

b. Navy and Marine Corps: Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

c. Air Force: HQ USAF/A1CM,1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

d. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits

1. Per Diem Not Authorized. Per diem is not authorized:

a. For member travel/TDY performed within the PDS limits **(Uniformed Members Only)**.

b. For employee travel/TDY performed within the PDS limits or at/within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009. **(Civilian Employees Only).**

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

2. Per Diem Authorized

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

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

3. Member Hospitalized at the PDS **(Uniformed Members Only)**. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized at the PDS.

4. Member Escorting An Arms Control Inspection Team/Member **(Uniformed Members Only)**. Par. 4230-A3a permits reimbursement for occasional meals and lodging procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (37 USC §494).

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

1. Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits (see par. 2800-B), unless overnight lodging is required.

2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is required.
3. Occasional meals may be paid under par. 4230 when the traveler is required to procure meals at personal expense outside the PDS limits.

4. See par. 3040 for transportation allowances.

5. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized within the PDS local area **(Uniformed Members Only)**.

C. TDY within the PDS Limits for Emergency Circumstances

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

2. See Ch 3 for transportation allowances.

3. **Uniformed Members Only:** Competent authority may authorize travel and transportation allowances when duty is performed:

a. Under emergency circumstances that threaten injury to human life or damage to Federal Gov't property,

b. At a location within the PDS limits,

c. At other than at the member's residence or normal duty location, and

d. Overnight accommodations are used by reason of such duty.

D. Brief Stay in the PDS Vicinity During TDY **(Civilian Employees Only)**. Per diem at the PDS must be paid if:

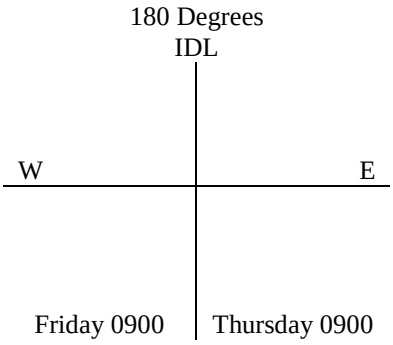
1. An employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), ***and***

2. The employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

4105 PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)

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

B. Computing Per Diem when Crossing the IDL



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

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

The TDY location lodging cost is $135/night. The per diem rate is $225 ($135/ $90).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.

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		
20 to 24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $90 =	$67.50
19 August Thursday	NO PER DIEM	
20 to 24 Aug (Friday-Tuesday)	$135 + $90 = $225/day x 5 days =	$1,125.00
25 Aug Wednesday	$90 (M&IE) =	$90.00
25 Aug Wednesday	75 % x $90 =	$67.50
Total		**$1,350.00**

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

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

The traveler 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 traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.

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 (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $72 =	$54.00
19 to 24 Aug (Thursday-Tuesday)	$140 + $72 = $212/day x 6 days =	$1,272.00
25 Aug Wednesday	75 % x $72 =	$54.00
Total		**$1,380.00**

4110 SHIP TRAVEL

A. Per Diem. Per diem:

1. For the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the embarkation/debarkation port rates and computed under the 'Lodging Plus' method.

2. Is not authorized for the first/last travel day by Gov't ship when it departs from the port that is the traveler's PDS/returns to the port that is the PDS.

B. Gov't Ship

1. Per diem is not authorized for TDY aboard a Gov't ship when Qtrs are provided without charge and meals are provided with/without charge.

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

3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.

4. TDY training duty is unbroken when a member transfers between Gov't ships at the same place and the transfer is made within a 10-hour period **(Uniformed Members Only)**.

5. Reimbursement for the total cost of Qtrs on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned **(Civilian Employees Only)**.

6. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable **(Civilian Employees Only)**.

7. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned **(Civilian Employees Only)**.

8. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless otherwise indicated **(Civilian Employees Only)**.

9. When an employee is required to pay for meals, the employee is reimbursed the meal cost **(Civilian Employees Only)**.

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

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

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

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

a. Furnished without charge, or

b. Part of the accommodations cost,

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

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

b. The AO should:

(1) Set the meals portion of per diem equal to the anticipated expenses, and

(2) State, in the order, the circumstances warranting the rate.

D. Corps of Engineers Floating Plant **(Civilian Employees Only)**

1. Meals Furnished at No Cost. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY.

2. 1 or 2 Meals Provided at No Cost. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost.

3. No Meals Furnished. If the employee is not furnished any meals (with or without charge) the Standard CONUS M&IE rate is paid. The order should state the circumstances and rate.

4. Lodging Cost. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

E. TDY ICW Fitting-out/Conversion of a Ship/Service Craft **(Uniformed Members Only)**

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

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

a. Ship is commissioned or service craft is placed in-service, and

b. Ship is decommissioned or service craft is placed out of service.

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

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

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

F. TDY Aboard a Foreign (Non-Gov't) Ship **(Uniformed Members Only)**

1. Per Diem

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

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

2. Lodging. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. 4145.

G. Aboard Ship Constructed by a Commercial Contractor **(Uniformed Members Only)**

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

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

3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. 4145.

4115 CAR FERRY TRAVEL

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

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

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

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

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

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

E. Foreign Registered Ferry Use. See par. 3665 for required documentation if a U.S. registered ferry is not available.

4120 PER DIEM RATE REVIEW

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

1. **Uniformed Members Only**:

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

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

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

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

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

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

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

h. Office of the SECDEF and other DoD Components. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Civilian Employees Only:**

a. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

b. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

c. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1CM,1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

e. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

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

CONUS Locations	Non Foreign OCONUS Locations	Foreign OCONUS Locations
General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management (MA) ATTN: Jill Denning 1800 F. Street NW Second Floor Washington, DC 20405-0001 jill.denning@gsa.gov	**Defense Travel Management Office** ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 FAX: (571) 372-1301	**Department of State** Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103 (202)261-8700

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. 4965-B.

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 (or may be authorized in advance ICW par. 4145-B3 analysis) 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) (or may be authorized in advance if par. 4145-B3 applies) 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.

Per Diem Rates			
Location	**Max Lodging**	**M&IE**	**Total**
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		
First Day (Departure day from Location A and arrival day in Location B):		
Lodging	M&IE	Total
$95	$46	$141 plus lodging tax (***NOTE***)
Second thru Fifth Day (Lodging cost + M&IE)/day x 4 days		
Lodging	M&IE	Total
$95	$46	$141/day x 4 days = $564 plus lodging tax (***NOTE***)
Return day to Location A (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

Leave Taken While TDY with Long Term Lodging
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 par. 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 C: AEA

4300 GENERAL

An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem, or the prescribed per diem rates. . ***An AEA is not authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.***

4305 JUSTIFICATION

A. Authorization/Approval. An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment.

B. Reasons for Authorizing/Approving AEA

1. Actual and necessary expenses (especially lodging) exceed the maximum per diem,

2. Special duties, or

3. Costs for items normally covered by per diem have escalated temporarily due to special/unforeseen events.

4310 AUTHORITY/APPROVAL

A. General. The AO may authorize AEA up to 300% of the locality per diem rate (rounded to the next higher dollar).

B. AEA:

1. May be authorized before travel begins, or approved after travel is performed; (***except for an AEA under par. 4335, for Uniformed Members only, which may be authorized only in advance of travel);***

2. Should be stated in the travel order when authorized in advance of travel;

3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);

4. Should be uniform (if possible) among travelers traveling at Gov't expense when they travel together and/ or to the same place at which an AEA is warranted.

4315 LIMITATIONS

A. Conditions

1. Blanket authority, prescribing an AEA for all travel to an area, is prohibited. ***Exception: In the event of a Presidentially Declared Disaster only, the DoD Component, using Secretarial Process, has the authority to issue a blanket authorization for AEA for the period of the Presidentially Declared Disaster for all travelers within that area.***

2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA ***must not*** be authorized as part of a 'blanket' travel order.

3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the

Service/DoD Component concerned should submit a request for a per diem rate review IAW par. 4120.

4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B apply to travel on an actual expense basis unless otherwise stated in this Part.

B. Personal Preference/Convenience. A traveler is financially responsible for excess costs and additional expenses incurred for personal preference/convenience.

4320 AEA DETERMINATION

A. Factors. TDY assignments that may warrant AEA authorization/approval include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;

2. To an area where the costs have escalated for a short time period during a special function/event such as a:

a. Missile launch,

b. Summit Meeting,

c. Sports event,

d. World's fair,

e. Convention,

f. Natural or manmade disaster (including the disaster aftermath),

g. Presidentially Declared Disaster or

h. Similar event.

3. To a location at which:

a. Affordable lodging is not available within reasonable commuting distance of the TDY point, and

b. Transportation cost to commute to and from the less expensive lodging facility would be more expensive than using less expensive lodging;

4. Requiring the traveler (and accompanying official travelers) to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations); and

5. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements, AEA at and below 300% of per diem is authorized for a traveler who is directed to travel with any of the dignitaries listed below.

1. The U.S. President/Vice President, or members of their families;

2. U.S. Congress members;

3. U.S. Cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;

5. Supreme Court Justices;

6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; the Surgeon General, U.S. Public Health Service; and the Chief, National Guard Bureau;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences/meetings;

10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;

11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and

12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

C. Air Crew Travel **(Uniformed Members Only)**. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Gov't aircraft that provide transportation, even when assigned exclusively to that duty. For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.

4325 EXPENSES

A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem (see App A).

B. Expenses Not Allowed. The following expenses are not allowed:

1. Meals and/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a Gov't paid registration fee;

2. Meals procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends (B-189622, 24 March 1978); or

3. Meals purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. A meal furnished on the carrier that is not the quality and quantity that the traveler is accustomed to is a personal preference and is not a "justifiable reason". B-193504, 9 August 1979 and B-192246, 8 January 1979.

4330 PER DIEM AND AEA ON A SINGLE TRIP

A traveler performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances in par. 4345-E.

4335 OVER 300% MAXIMUM AEA (Uniformed Members Only)

A. General. Under special/unusual circumstances or when a member has no alternative but to obtain OCONUS lodging that exceeds 300% of the applicable rate (par. 4340), an amount in excess of 300% may be authorized in advance only (47 Comp. Gen. 127 (1967)).

B. Authorization. An AEA in excess of 300% may only be issued by:

1. The PDTATAC Policy & Regulations Chief. These requests must be submitted IAW par. 4310 to the Per Diem, Travel and Transportation Allowance Committee by:

a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000

b. FAX: (571) 372-1301 or,

c. E-Mail: pdtatac_staff@dtmo.pentagon.mil with "AEA REQUEST" in the subject line; or

2. The Secretary Concerned for specific OCONUS classified missions. ***This authority must not be re-delegated.***

C. Restrictions. An AEA in excess of 300% must be:

1. Made in advance of travel,

2. For an OCONUS location, and

3. For a Uniformed Service member.

This AEA type cannot be authorized for civilian travelers.

4340 REIMBURSEMENT

A. Limitations

1. General. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.

3. Reimbursement

a. **Uniformed Members Only**. Depending on what AEA level is authorized/approved, reimbursement ***for M&IE must not exceed the percentage of AEA authorized*** NTE 300% ***of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.***

b. **Civilian Employees Only**. Reimbursement for M&IE must not exceed the percentage of AEA authorized of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

B. Incidental Expenses (IE)

1. CONUS. The maximum reimbursement for IE in CONUS is $5.

2. OCONUS. The maximum reimbursement for IE OCONUS is:

a. **Uniformed Members Only**

(1) $3.50 OCONUS for all full TDY days (except interim travel days) when the member is TDY to a U.S. Installation and Gov't qtrs are available on that U.S. Installation, or

(2) The locality IE when member's TDY location is not a U.S. Installation, or

(3) The locality IE rate when the member is TDY to a U.S. Installation and Gov't qtrs are not available on the U.S. Installation or

(4) Exceptions. The AO may determine that $3.50 is:

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

(b) Not adequate when the member is lodged on a U.S. Installation. The locality IE rate may be authorized and must be stated in the order.

b. **Civilian Employees Only**

(1) $3.50 OCONUS for all full TDY days (except interim travel days) when the employee is TDY to a U.S. Installation and stays in Gov't qtrs on that U.S. Installation, or

(2) The locality IE when the employee is not lodged in Gov't qtrs on the TDY U.S. Installation, or

(3) Exceptions. The AO may determine that $3.50 is:

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

(b) Not adequate when the employee is lodged on a U.S. Installation. The locality IE rate may be authorized and must be stated in the order.

3. AEA

a. The AO may determine that the locality IE rate is insufficient if the traveler incurs exceptionally high expenses for ATM fees, GTCC advance fees, or laundry expenses that the AO determines were reasonable and unavoidable, and may authorize AEA above the maximums in par. 4340-B2.

b. AEA for M&IE must apply, by location, for the entire TDY period at that location.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings Plus' method,

2. Lodging is reimbursed on an actual expense basis.

3. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.

4. Example

a. A traveler is authorized/approved an AEA NTE 150% for lodging.

b. The traveler is paid M&IE on a per diem basis. M&IE itemization is not required.

c. The locality per diem rate is $90 (lodging) + $51 (M&IE) = $141 (Total).

d. The AEA must not exceed 150% of the **total** ($141) locality per diem rate.

e. The AEA for the maximum amount allowed for **lodging** is computed as follows:

(1) $141 (Total Per Diem) x 150% = $211.50 = $212

(2) $212 - $51 (M&IE) = $161 maximum allowed for lodging

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

*D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include federal lodging program rooms ICW par. 2005-A) and/or meals, and AEA reimbursement is authorized/approved, the total daily amount paid by the Gov't to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE is NTE the daily maximum authorized under pars. 4310 and 4340. See 60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983).

E. Itemization

1. Required. When an AEA includes M&IE, a detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (e.g., taxicab fares and registration fees), must be submitted for AEA reimbursement.

2. Not Required. M&IE reimbursement on a per diem basis (AEA for lodging only), does not require M&IE itemization.

4345 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and approved by the AO. In no case may the amount reimbursed be more than the amount authorized/approved in an AEA authorization for the area concerned.

B. Meals Available under Special Arrangements. When TDY is a special mission, (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and nondeductible meals are available under special arrangements, actual expense reimbursement for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

C. Averaging Expenses. When an AEA includes M&IE, the daily amount of IE items that do not accrue on a daily basis are averaged over the days at the TDY location for which AEA is authorized/approved. These expenses include baggage tips, clothing laundry/dry cleaning/pressing, hotel maid tips, and similar expenses IAW the IE portion of the per diem (App A). Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

D. Lodging Tax. See App G.

E. Mixed Travel Reimbursement (Per Diem and Actual Expense)

1. General

a. Mixed travel involves travel to multiple TDY locations with:

(1) More than one daily maximum reimbursement rate during a single trip, and/or

(2) Reimbursement on both a per diem and an actual expense basis on a single trip.

b. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day.

c. Only one reimbursement method is authorized for each TDY location except when reimbursement is authorized for occasional meals or lodging in par. 4230.

2. Reimbursement

a. Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

b. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. 4080 applies for reimbursement when return travel to the home/PDS requires 2 or more days.

4350 COMPUTATION EXAMPLES

The following are computation examples when travel is authorized on an actual expense basis; and on an actual expense and per diem basis on the same trip:

A. **Example 1**: AEA Single TDY Location. AEA authorized for lodging and M&IE paid on a per diem basis.

TDY Location Per Diem w/o AEA Maximum Per Diem - $150 Lodging - $99 M&IE - $51		**TDY Location Per Diem w/AEA** AEA authorized NTE $450 ($150 x 300%) Lodging NTE $399 ($450 - $51) M&IE - $51	
ITINERARY			
Date	**Depart**	**Arrive**	**Lodging**
10 Aug	Residence	TDY	$330.00
11 & 12 Aug		At TDY Station Lodging - $330/day x 2 days =	$660.00
13 Aug	TDY	Residence	
REIMBURSEMENT (Denotes AEA computation)			
Date	**Computation**		**Amount**
10 Aug	$330 + [$51 x 75%] = $330 + $38.25 =		$368.25
11 & 12 Aug	$330 + $51 = $381/day x 2 days =		$762.00
13 Aug	$51 x 75% = $38.25		$38.25
		Total Reimbursement	**$1,168.50**

B. **Example 2**: AEA to multiple TDY locations A, B, and C

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, $332 ($331.50 = $332 = $261/ $71). Location B – Lodging and M&IE paid on a per diem basis, $131 ($85/ $46). Location C – Lodging and M&IE paid on a per diem basis, $136 ($85/ $51).	
TDY Location 'A' Per Diem w/o AEA Maximum Per Diem - $221 Lodging - $150, M&IE - $71	**TDY Location 'A' Per Diem Rate w/AEA** AEA authorized NTE $332.00 ($221 x 150% = $331.50 = $332) Lodging NTE $261 ($332 - $71)M&IE - $71

ITINERARY

Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	$170.00
8 Sep		TDY, Location A	$170.00
9 Sep	TDY, Location A	TDY, Location B	$ 70.00
10 Sep		TDY, Location B	$ 70.00
11 Sep	TDY, Location B	TDY, Location C	$ 75.00
12 Sep	TDY, Location C	Residence	
	REIMBURSEMENT (Denotes AEA Computation)		
Date	**Computation**		**Amount**
7 Sep	$170 (AEA lodging) + [$71 x 75%] = $170 + $53.25, TDY Location A =		$223.25
8 Sep	$170 (AEA lodging) + $71 =		$241.00
9 & 10 Sep	$70 + $46 = $116/day x 2 days, TDY Location B =		$232.00
11 Sep	$75 + $51 = TDY Location C =		$126.00
12 Sep	$51 x 75% =		$ 38.25
		Total Reimbursement	**$860.50**

C. **Example 3**: AEA Single TDY Location. AEA authorized for lodging and M&IE. AO approves IE exceeding the locality rate ($5.00/day CONUS) IAW JTR, par. 4340-B3.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $219 ($149/ $70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.	
CONUS TDY Location Per Diem w/o AEA Maximum Per Diem - $146 Lodging - $99, M&IE - $47	**CONUS TDY Location Per Diem w/AEA** AEA authorized NTE $219 ($146/day x 150% = $219/day) Lodging NTE $149 ($99/day x 150% = $148.50 = $149, add $.50) M&IE - $70 ($47/day x 150% = $70.50 = $70, subtract $.50)

ITINERARY

Date	Lodging	Breakfast	Lunch	Dinner	Total Meals	IE
10-01	$149	$12.60	$23.40	$27.17	$63.17	$13.00
10-02	$149	$15.00	$17.19	$23.24	$55.43	$8.00
10-03	$149	$11.00	$24.25	$25.26	$60.51	$0
10-04	$149	$9.25	$25.19	$27.82	$62.26	$40.00
10-05	$149	$13.20	$18.16	$26.62	$57.98	$0
10-06	$149	$9.74	$15.64	$27.89	$53.27	$15.00
10-07	$149	$12.13	$25.46	$37.89	$75.48	$0
10-08	$149	$10.13	$15.25	$26.64	$52.02	$10.13
10-09	$149	$14.26	$23.33	$30.01	$67.60	$0
10-10	$149	$13.25	$16.58	$31.15	$60.98	$5.00
					Total IE	**$91.13**

IAW JTR, par.4345-C, all IE must be averaged by the total number of days to determine a daily amount.
$91.13/10 = $9.11

Reimbursement

Date	Meals	IE	M&IE	M&IE Allowed	Lodging	Per Diem
10-01	$63.17	$9.11	$72.28	$70.00	$149	$219.00
10-02	$55.43	$9.11	$64.54	$64.54	$149	$213.54
10-03	$60.51	$9.11	$69.62	$69.62	$149	$218.62
10-04	$62.26	$9.11	$71.37	$70.00	$149	$219.00
10-05	$57.98	$9.11	$67.09	$67.09	$149	$216.09
10-06	$53.27	$9.11	$62.38	$62.38	$149	$211.38
10-07	$75.48	$9.11	$84.59	$70.00	$149	$219.00
10-08	$52.02	$9.11	$61.13	$61.13	$149	$210.13
10-09	$67.60	$9.11	$76.71	$70.00	$149	$219.00
10-10	$60.98	$9.11	$70.09	$70.00	$149	$219.00
Total Reimbursement						**$2164.76**

The Maximum M&IE payable per day is $70.00.

D. **Example 4**: AEA Single TDY Location. AEA authorized for lodging and M&IE. AO Approves IE Limited to the locality rate ($5.00 CONUS) IAW JTR, par. 4340-B1.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $219 ($149/ $70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.	
CONUS TDY Location Per Diem w/o AEA Maximum Per Diem - $146 Lodging - $99, M&IE - $47	**CONUS TDY Location Per Diem w/AEA** AEA authorized NTE $219 ($146/day x 150% = $219/day) Lodging NTE $149 ($99/day x 150% = $148.50 = $149, add $.50) M&IE - $70 ($47/day x 150% = $70.50 = $70, subtract $.50)

ITINERARY

Date	Lodging	Breakfast	Lunch	Dinner	Total Meals	IE
10-01	$149	$12.60	$23.40	$27.17	$63.17	$13.00
10-02	$149	$15.00	$17.19	$23.24	$55.43	$8.00
10-03	$149	$11.00	$24.25	$25.26	$60.51	$0
10-04	$149	$9.25	$25.19	$27.82	$62.26	$40.00
10-05	$149	$13.20	$18.16	$26.62	$57.98	$0
10-06	$149	$9.74	$15.64	$27.89	$53.27	$15.00
10-07	$149	$12.13	$25.46	$37.89	$75.48	$0
10-08	$149	$10.13	$15.25	$26.64	$52.02	$10.13
10-09	$149	$14.26	$23.33	$30.01	$67.60	$0
10-10	$149	$13.25	$16.58	$31.15	$60.98	$5.00
					Total IE	**$91.13**

IAW JTR, par.4345-C, all IE must be averaged by the total number of days to determine a daily amount.
$91.13/10 = $9.11

In this Example, the AO authorized IE not to exceed the locality rate IAW JTR, par. 4340-B1. The traveler is limited to an average of $5.00 per day for IE.

Reimbursement

Date	Meals	IE	M&IE	M&IE Allowed	Lodging	Per Diem
10-01	$63.17	$5.00	$68.17	$68.17	$149	$217.17
10-02	$55.43	$5.00	$60.43	$60.43	$149	$209.43
10-03	$60.51	$5.00	$65.51	$65.51	$149	$214.51
10-04	$62.26	$5.00	$67.26	$67.26	$149	$216.26
10-05	$57.98	$5.00	$62.98	$62.98	$149	$211.98
10-06	$53.27	$5.00	$58.27	$58.27	$149	$207.27
10-07	$75.48	$5.00	$80.48	$70.00	$149	$219.00
10-08	$52.02	$5.00	$57.02	$57.02	$149	$206.02
10-09	$67.60	$5.00	$72.60	$70.00	$149	$219.00
10-10	$60.98	$5.00	$65.98	$65.98	$149	$214.98
Total Reimbursement						**$2135.62**

The Maximum M&IE payable per day is $70.00.

CHAPTER 4: TDY

PART K: TRAINING COURSE ATTENDANCE

CIVILIAN EMPLOYEES ONLY

4955 ALLOWANCES

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 4300 and 4967), or

2. Dependent and HHG transportation to and from the training location (pars. 4957 and 4959).

B. In the PDS Area

1. Authorized Reimbursement. An employee attending a TDY training course in the PDS area may be authorized the following:

a. TDY mileage, and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees; and

b. Common carrier transportation costs reimbursement.

2. Unauthorized Reimbursement. Per diem/AEA is not payable when an employee is authorized:

a. Transportation reimbursement to and from the training location in par. 4955-B1a; or

b. Common carrier transportation in par. 4955-B1b,

except as provided in par. 4920-C.

C. Conference/Training at the PDS as Training Expenses

1. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS ***may not be paid as travel and transportation allowances***.

2. Training cost:

a. Payment authority at the PDS is in:

(1) 10 USC §2013;5 USC §4109;42 USC §218a; and

(2) 14 USC §469; and

b. Must be an integral to the training (39 Comp. Gen. 119 (1959); and (B-244473, 13 January 1992).

3. When training events require subsistence costs at the PDS, payment authority is made through training and/or comptroller personnel using the above legal authority.

4. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

4957 DEPENDENT AND HHG TRANSPORTATION

A. General

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.

2. Per diem is not authorized for dependents:

   a. At the employee's TDY location, or

   b. While traveling to/from the TDY location.

B. Allowances Authorized

1. If the estimated round trip transportation total cost for dependents ***(excluding per diem)*** and HHG between the PDS and the training location is less than total per diem/AEA payments the employee could receive, the AO may authorize round trip dependent and HHG transportation instead of per diem/AEA payments.

2. When round trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. 5606.

3. Dependent and HHG round trip transportation may be changed to authorize per diem/AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and Gov't obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

C. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem/AEA is not a PCS to the training location and the following allowances are ***not*** authorized:

1. Per diem payment for dependent travel,

2. A HHT,

3. TQSE payment (see par. 5778-C5),

4. MEA, and

5. Reimbursement for real estate transactions and/or unexpired leases.

D. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity/command that funds the training assignment.

2. The activity/command having jurisdiction over the employee is responsible for travel order issuance.

4959 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.

2. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:

a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and

b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

NOTE*: *Per diem for dependents is not authorized.

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov't expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5212.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part N purposes.

2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.

3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:

a. Successfully completed the training program,

b. Signed the service agreement required in par. 5834, and

c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.

4961 INTERN AND/OR TRAINEE

A. Determining Move Type

1. When moving an intern/trainee, the DoD Component must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination. However, there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.

2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.

3. Because of varying circumstances, it is necessary to evaluate each individual move.

B. Applicability. ***If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. 5522.***

4963 TRANSPORTATION AND PER DIEM/AEA

A. Travel ICW Beginning/Ending of Training. Transportation and per diem/AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

B. Employee Elects to Commute between the Training Location and PDS Residence. If an employee is authorized per diem/AEA but elects to commute between the training location and PDS residence, en route per diem/AEA reimbursement and daily round trip transportation is NTE the per diem/AEA allowed if the employee had remained at the training location. See par. 4440.

C. Employee Authorized to Remain Overnight at the Training Location. The employee is authorized ***round trip*** TDY mileage or the cost of ***round trip*** public conveyance transportation (from the residence to the training location) and per diem/AEA (par. 4300 and 4967) when authorized to remain overnight at the training location to comply with training assignment requirements.

4965 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A. General. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY.

*B. Contract Limitation Exception. The limitation that contracted lodging and meals may not exceed the applicable per diem rate does not apply if direct arrangements (with the school/institution that is sponsoring the training course) include lodging and meals as part of the training cost. In this case, the total actual cost for lodging and M&IE may exceed the applicable per diem rate.

C. Training Cost Includes Lodging and Meals

1. If the school/other institution that is sponsoring the training includes lodging and meals as part of the training cost, the employee is only authorized the appropriate IE amount under Ch 4, Part B.

*2. If lodging and meal costs are not included, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part B (60 Comp. Gen. 181 (1981)).

*D. AEA. See Ch 4, Part C.

*E. Reimbursement Limitation. Reimbursement is not authorized for any items rented for contract qtrs that are rented with an “option to buy” (GSBCA 15890-TRAV, 29 July 2003).

4967 PER DIEM FOR TRAINING ASSIGNMENT

A. General. Per diem rates for all courses of instruction are the same as for any other TDY (see Ch 4, Part B) except as in par. 4967-D.

B. Per Diem Rate Change. See par. 4120 for procedures to request a rate change.

C. Arrival/Departure. Per diem for the arrival day at, and departure day from, the training location are determined using the 'Lodging Plus' method in par. 4130-B.

D. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rate is not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A $12.50 per diem rate applies during a DoD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Gov't qtrs use, the $12.50 is increased by the qtrs' charge, without rounding the total to the nearest dollar.

3. The Secretary Concerned may authorize EUM for students in particular courses when readiness requires Gov't dining facility/mess use. When EUM applies, an employee receives the IE amount and the discount GMR. The AO may authorize the actual amount paid up to the PMR for commercial meals the employee is required to purchase.

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CHAPTER 5

PERMANENT DUTY TRAVEL

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5284	**PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT** A. PCS with TDY En Route or while on TDY B. PCS Following TDY Pending Further Assignment
5286	**COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION** A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks) B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location
5288	**CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED** A. Authorization B. Transportation from the Designated Place and/or NTS
5290	**ORDERED TO A CONUS HOSPITAL** A. General B. From CONUS Duty Stations or Hospitals C. From OCONUS Duty Stations or Hospitals D. Transportation to Another Location E. Hospitalization Completion
5292	**ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION** A. Ordered from CONUS PDS B. Ordered from an OCONUS PDS C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized
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D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances
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5298 **HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**
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B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge
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5302 **HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE**
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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;

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 residing

may 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 DISASTER

A. 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/J1for 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 DUTY

A. 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 Authorized

1. 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 5: HHG

SUBSECTION j: HHG TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

5278 GENERAL

A. Authority. Authority for HHG transportation under this section may be contingent on dependents' transportation (see Ch 5, Part A3d) unless otherwise provided for in this Section.

B. Dependent Transportation. When dependent transportation is involved, an order authorizing dependent transportation may also authorize HHG transportation and should cite the specific par. authority under which the transportation is authorized.

C. Travel Order. A travel order providing for HHG transportation/consumable goods transportation must cite the specific par. authority under which the transportation is authorized.

D. Evacuation. For HHG transportation incident to an evacuation, see Ch 6.

E. Administration. The following are guidelines for administering HHG transportation authority:

1. The AO must determine if the authority to authorize/approve requests for HHG transportation is exercised through the Secretarial Process.

2. HHG transportation authorized ICW dependents' transportation in advance of the member's PCS and under par. 5296-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. 6035.

3. When a non-command-sponsored dependent is in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual/emergency circumstances of the particular case justify the expenditure of Gov't funds for this purpose.

5280 ENTRANCE INTO THE SERVICE

A. Initial Reporting. A commissioned, reinstated or warrant officer appointed/reappointed in a regular service, and a person enlisted from civil life or an RC is authorized HHG transportation from the HOR or PLEAD to the first PDS IAW par. 5280-B.

B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge/separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

1. HOR/PLEAD;

2. The last or any previous PDS;

3. An authorized storage place; or

4. Any place to which HHG were transported at Gov't expense.

5282 CALLED/ORDERED TO ACTIVE DUTY

A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. An RC member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. 5282-B is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR/PLEAD to the first and/or any subsequent duty station for an RC member called/ordered to active duty under the following conditions:

1. Initial active duty for training for less than 180 days,

2. Active duty for training for fewer than 140 days, or

3. Active duty for training for 140 or more days with fewer than 140 days at any one location, or

4. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. 2240-B.

HHG transportation under par. 5282 is subject to the same limitations and requirements as in par. 4505.

C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. An RC member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. 5282-D is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station

1. An RC member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

a. Active duty for other than training for 180 or fewer days,

b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or

c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. 7355-F2b(2).

2. HHG transportation under par. 5282-D is subject to the same limitations and requirements as in par. 4505.

E. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. 5318-A and recalled to active duty, is authorized HHG transportation from the:

1. HOS, or

2. PLEAD, if recalled after selecting a home, or

3. Place to which such HHG were last transported at Gov't expense (including place of NTS) in any event.

F. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including An OCS graduate), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned/appointed if such place is, in fact, the member's first PDS as a commissioned/warrant officer.

G. Commissioned from Service Academies

1. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:

a. Academy to the officer's HOR,

b. Academy to the first PDS, and

c. Officer's HOR to the first PDS.

2. HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the order under which they were shipped to the HOR (par. 5174).

5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT

A. PCS with TDY En Route or while on TDY.

1. A member, ordered to make a PCS:

a. With TDY en route, or

b. Without return to the old PDS, while on TDY,

is authorized HHG transportation to the new PDS.

2. The member may elect HHG transportation up to the TDY weight allowance to the new PDS via TDY station(s) if HHG are necessary for the member's personal use.

3. Authorized TDY HHG transportation exists regardless of the par. 4505 provisions.

4. The member is also authorized NTS under par. 5232-D1, for the TDY.

5. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary.

6. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. 5236) to locations authorized under the basic order.

7. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

B. PCS Following TDY Pending Further Assignment

1. A member, whose HHG were placed in NTS at Gov't expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period.

2. An additional 90 days of NTS may be authorized/ approved as under par. 5242 when:

a. The new PDS is OCONUS or at a station to which HHG transportation is prohibited/restricted, or

b. For reasons beyond the member's control the HHG cannot be withdrawn:

(1) During the first 90 days after the arrival date at the OCONUS PDS/PDS that HHG transportation is prohibited/restricted, or

(2) Within 90 days following TDY completion.

3. HHG transportation from storage to the residence is authorized under par. 5188 when the new assignment is to:

a. Sea duty,

b. OCONUS duty, or

c. Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 5116 is at or in the NTS location vicinity,.

5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION

A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or

2. NTS

a. Upon Service-concerned approval, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an order, to transportation or NTS.

b. NTS conversion is at Gov't expense.

c. Any storage costs accruing for periods in excess of 180 days are the member's responsibility.

d. Unless otherwise provided in par. 5244, no additional HHG storage is authorized before further PCS order is issued.

B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion. A member under this subpar. is authorized transportation of:

1. HHG, placed in NTS, to the PDS, and

2. Any HHG not placed in storage under par. 5308.

C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location (Par. 5286). A member under par. 5286 is authorized transportation of HHG in NTS:

1. From the place of storage to the HOR/PLEAD upon release from active duty, or

2. To the PDS if retained on active duty (par. 5194-7).

5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED

A. Authorization. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or

2. NTS.

B. Transportation from the Designated Place and/or NTS. When the restriction is removed or the member is ordered on PCS to a PDS to which HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

5290 ORDERED TO A CONUS HOSPITAL

A. General

1. Except when the PDS or hospital from which a member is transferred is OCONUS, the authority for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged.

2. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization.

3. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode.

4. See par. 5316 for HHG transportation on behalf of a member officially reported as injured or ill under 37 USC §554,.

B. From CONUS Duty Stations or Hospitals

1. A member on active duty, who is transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS.

2. The HHG authority must not exceed the cost from any of the combination of the:

a. Last or any previous PDS,

b. Place the HHG were last transported at Gov't expense, or

c. Place of storage,

to the hospital.

3. In lieu of transportation, HHG may be placed in NTS.

4. Part of the HHG may be transported and part placed in NTS (member option).

5. Any HHG in storage when a member is hospitalized may continue in storage.

C. From OCONUS Duty Stations or Hospitals.

1. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation:

a. From any authorized place(s) to the hospital,

b. To NTS, or

c. Part may be transported and part placed in NTS (member option).

2. Any HHG in storage when a member is hospitalized, may continue in storage.

3. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, ***is not required***.

4. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. 5290-B applies.

D. Transportation to Another Location

1. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS. Transportation cost may not exceed the cost of transporting the HHG to the hospital.

2. When HHG transportation is from OCONUS, the authority for CONUS transportation is limited to the transportation cost to the hospital from the port through which transportation was made.

3. For overland transportation from Canada and Mexico, the authority is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

E. Hospitalization Completion

1. A member, released from observation and/or treatment and:

a. Restored to duty,

b. Separated from the Service,

c. Relieved from active duty,

d. Placed on the TDRL, or

e. Retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Gov't expense, or any combination thereof, to a destination otherwise authorized in this Part.

2. HHG previously transported incident to hospitalization may be transported from the place where located. Transportation cost may not exceed the cost from the hospital to the authorized destination.

5292 ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION

A. Ordered from CONUS PDS

1. A member, ordered from a CONUS PDS, may place HHG into NTS.

2. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

B. Ordered from an OCONUS PDS

1. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report.

2. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown.

3. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS.

4. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS.

5. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order.

6. If the member takes physical possession of the HHG, the Gov't must not transport the HHG (par. 5174).

C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized

1. When a member is ordered from an OCONUS PDS to a CONUS/non-foreign OCONUS area for separation processing with HOS authorized under par. 5318-A, HHG may be:

   a. Transported from the PDS to the place to which ordered to report, and/or

   b. Placed in NTS.

2. These HHG may be later transported under par. 5318-A.

3. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized.

4. However, the member must agree to bear all costs in excess of transporting the member's maximum PCS HHG weight allowance in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Gov't's cost obligation) (44 Comp. Gen. 826 (1965)).

5. In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination.

6. HHG in NTS, at a designated place/location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

7. A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

5294 ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE

A. Authorization

1. A member, whose HHG are in NTS at Gov't expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS.

2. HHG transportation from NTS to the residence also is authorized.

B. Additional Storage Time

1. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. 5242.

2. Additional NTS beyond 180 days may be authorized/approved as in par. 5244.

5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General

a. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

(1) The new PDS,

(2) A member-specified CONUS location,

(3) NTS.

b. The combination of transportation for pars. 5296-A1a(1) and 5296-A1a(2) is limited to what would have been allowed for transporting the member's maximum PCS HHG weight allowance in one lot from the old PDS/other authorized location, to the new OCONUS PDS.

c. Excess costs due to a combination of shipment(s) are determined under par. 5206.

d. Upon a subsequent PCS between OCONUS PDSs,

(1) HHG transportation from the member-specified CONUS location under par. 5296-A1a(2) or

(2) NTS to the new PDS/place dependents are authorized to travel under par. 5116-A, 5118, 5120 or 5122,

may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS and is advised, in writing, that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be::

(1) Transported for the duration of the OCONUS assignment to a member-designated CONUS location, or

(2) Placed in NTS.

c. When the total UB weight plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility.

d. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store the HHG not needed to establish the temporary residence; and

(2) At Gov't expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the old PDS vicinity.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

a. When a member ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised, in writing, that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS.

c. HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

(1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

(2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authority from the old PDS to the designated place.

d. HHG transportation is authorized from the designated place to the OCONUS PDS when HHG transportation is later authorized to the new PDS, provided that the:

(1) Dependents are to be command sponsored, and

(2) Member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive..

e. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. 5206.

f. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store HHG not needed to establish the temporary residence; and

(2) HHG needed to establish a temporary residence for the dependents to a place in the old PDS vicinity, at Gov't expense,.

g. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

(1) Storage and/or the place they were moved under par. 5296-A3d to the new PDS; and

(2) The place they were moved under par. 5296-A3d to a combination of NTS and the member-designated location in CONUS/non-foreign OCONUS area, as authorized above.

B. Ordered from Shore Duty to Sea Duty

1. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

a. The home port of the unit to which ordered;

b. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and

c. NTS.

2. When the home port is OCONUS, par. 5280 or 5286 also applies.

C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances

1. When a member is:

a. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

b. Transferred by PCS to serve an OCONUS dependent restricted tour;

c. Transferred by PCS to a unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (see par. 5116-B for a member with dependents);

d. Permanently assigned aboard a ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

e. Transferred by PCS to a ship/afloat staff referred to in par. 5296-C4 after the ship/afloat staff has been so specified;

2. HHG transportation is authorized to:

a. NTS for:

(1) C1a and C1b and later to the member's PDS when the restriction is lifted, or upon receipt of dependent entry approval; or

*(2) C1c, C1d and C1e;

b. Any place in CONUS the member designates for:

(1) C1a and C1b, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or

*(2) C1c, C1d and C1e

c. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. 5114-D2; 5116-A2, or if authorized/approved through the Secretarial Process;

d. The OCONUS location to which dependent transportation is authorized/approved under par. 5114-D3 or 5116-A3 or 5116-A4.

(1) Measure subsequent authority from the location to which transported under this authority or from the place HHG are then located, whichever is less.

(2) For shipments related to par. 5116-A4, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

3. Storage of any portion of the HHG is authorized under C2a , and transportation of the remainder under C2a, C2b, C2c, C2d, and C2e.

4. When the prohibition/restriction is removed, or when the member is transferred/assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG:

a. Previously stored under C2a, or

b. Transported to a destination authorized in C2b, C2c or C2e

may be stored in NTS.

5. The remainder, or other HHG acquired before the order effective date may be transported to the member's OCONUS PDS.

6. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances.

1. When a member is transferred by PCS from an OCONUS PDS to:

a. An OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

b. A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (par. 5116-b);

c. A ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

d. A ship/afloat staff referred to in par. D1c after it has been so specified;

the member is authorized HHG transportation as prescribed in par. D2.

2. A member described in par. D1, above, is authorized HHG transportation from the last or any previous PDS, ***or*** place of storage to any combination of the following,:

a. NTS;

b. Any CONUS location the member specifies and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

c. Designated place authorized/approved under par. 5114-D2; 5116-a2; or if authorized/approved through the Secretarial Process;

d. An OCONUS designated place authorized/approved under par. 5114-D3; 5116-a3 or 5116-a4; or if authorized/approved through the Secretarial Process;

e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

3. The member is authorized HHG transportation to the current PDS when the restriction is lifted ***or*** when:

a. The member is ordered on an OCONUS PCS to which HHG transportation is authorized;

b. The member is ordered on PCS from a unit referred to in par. D1b or D1c; or

c. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

4. HHG transportation is authorized to the member's current PDS from the place to which transported under pars. D2a, D2b, D2c, and D2d .

5. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process.

6. HHG transportation, from the last PDS to which HHG transportation was limited/prohibited to the new PDS, should be within authorized weight allowances in Service regulations. That amount, plus the amount transported from the places listed in pars. D2a, D2b, D2c, and D2d, may not exceed the member's weight allowance in par. 5200.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS

1. Except for cases under pars. 5296-C and 5296-D, when a member is:

a. Ordered from sea duty/OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or

b. Transferred by PCS order from a unit referred to in pars. 5296-C1c, 5296-C1d, 5296-C1e,

the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. 5296-A, 5296-B, 5296-C, 5296-D, or 5296-H.

2. If the member is transferred on a PCS from a station to which HHG transportation was limited/prohibited under par. 5296-C1a, or par. 5296-D1a, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. 5200.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS

1. Except for cases under pars. 5296-D and 5296-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized.

2. At least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. 5296-A1a(2) to the new PDS, or from the old PDS to another member-specified location under par. 5296-A1a(2).

4. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.

5. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. 5296-A1a(2), or from the old PDS to another member-specified location under par. 5296-A1a(2).

6. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS.

7. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS.

8. HHG transportation from NTS or from a prior member-specified location under par. 5296-A1a(2) to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.

2. Home Ports Not Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:

a. From old home port to the new home port;

b. From a former PDS to the new home port;

c. From a previously designated place to new home port;

d. From NTS to the new home port;

e. NTS in lieu of transportation prescribed in par. 5296-G2a, 5296-G2b or 5296-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.

I. Unit Home Port Officially Changed

1. A member assigned to a unit:

a. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. 5296-G2.

b. Specified as unusually arduous sea duty (par. 5116-B) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. 5116-E and/or NTS.

2. HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See par. 5078.

3. The provision provided for a member in par. 5050-H is not applicable to par. 5296-I.

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS order to that unit at that old home port. See J4 for an exception.

2. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled or revoked.

3. Provisions apply to, but are not limited to, a member who has:

a. Delayed HHG 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. HHG transported after a PCS order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made may be authorized.

K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

1. A member involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action, is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.

2. In lieu of transportation, HHG may be placed in NTS.

3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served (par. 5194-7).

5298 HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS

A. General

1. HHG may be transported:

a. From any location and/or

b. From NTS to a designated place or,

c. To a destination in the dependents' native country, if the dependents are foreign-born,.

2. The member is also authorized NTS/continued NTS under par. 5216.

3. An order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. 5298-B and 5276-C2.

B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge

1. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:

a. Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);

b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

c. Discharged OCONUS under other than honorable conditions;

d. Returned to CONUS for discharge under other than honorable conditions;

e. Returned to CONUS to serve a sentence of confinement in civil/military confinement facilities;

f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a NTE basis under par. 5298-B, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

2. The officer exercising special/general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances.

3. HHG transportation should be authorized/approved when in the Gov't's best interest.

4. When authorized/approved, the member is provided transportation for the authorized weight allowance of the grade held:

a. At the time the HHG are transported, or

b. When ordered to OCONUS duty,

whichever is greater.

5. If the member has dependents, HHG transportation under pars. 5298-B1a through 5298-B1h may be authorized up to the Gov't cost from the:

a. Member's last/former OCONUS PDS, or

b. Place to which last transported at Gov't expense,

as applicable.to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country the dependents are to reside or are residing.

6. The AO must determine the destination transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances.

7. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR/PLEAD (as the member selects).

8. The Gov't's cost for HHG transportation under par. 5298-B1i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last/former OCONUS PDS to the HOR/PLEAD (as the member selects).

9. If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Gov't/Gov't-controlled quarters, or to NTS as an alternative to transportation.

C. Following Confinement without Discharge. If a member's HHG:

1. Are transported under par. 5298-B, and following confinement the member returns to duty at a new PDS, HHG transportation is authorized from any location to the new PDS, up to the cost from the member's HOR/PLEAD to the new PDS, based on the grade held on the PCS order effective date to the new PDS.

2. Were not transported under par. 5298-B, HHG transportation is authorized from the location last transported at Gov't expense to the member's new PDS, based on the grade held on the PCS order effective date to the new PDS.

D. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported while awaiting appellate review completion, is restored to duty following the review, HHG transportation is authorized to the new PDS from the location transported when the member was placed on appellate leave.

5300 ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR

A. General

1. This par. applies when:

a. A member is ordered to an accompanied tour PDS but later changed to a dependent-restricted tour PDS, or

b. There is a change in the duty designation from sea duty to unusually arduous sea duty.

2. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

B. Change Imposed before HHG Are Turned over to a Transportation Officer. When the change is imposed before HHG are turned over to a TO, the authority is determined under par. 5296.

C. Change Imposed after HHG Are Turned over to a TO

1. When the change is imposed after HHG are turned over to a TO, the TO, must divert or re-consign HHG to:

a. NTS,

b. A CONUS designated place, or

c. A non-foreign OCONUS designated place if authorized/approved through the Secretarial Process.

2. Some HHG may be placed/retained in NTS, and the remainder transported to the designated place.

D. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the PDS, the member may elect:

1. NTS and/or HHG transportation to a CONUS designated place, or

2. Transportation to a designated place in a non-foreign OCONUS area, if authorized/approved through the Secretarial Process.

E. Subsequent Authority

1. The member may elect NTS or HHG transportation from the place HHG were shipped under par. 5318-C, or from NTS, to the PDS if the PDS is:

a. Later changed from a dependent-restricted PDS to an accompanied PDS, or

b. Reclassified from unusually arduous sea duty to regular sea duty,

2. At least 12 months must remain on the OCONUS tour/sea duty tour following the date the HHG are scheduled to arrive at the PDS.

3. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

4. The member may elect to keep the HHG at the location they were transported under par. 5300-B or 5300-C until a later PCS at which time that location is the authorized origin of the later shipment to a duty station or NTS.

5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member assigned to a certain unit is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. 5296-C (45 Comp. Gen. 208 (1965)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS dependent-restricted PDS (within 90 days after the alert notice).

3. This also applies to a member who is transferred/assigned to the unit after it has been alerted.

B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement. When HHG have been transported/stored under par. 5302-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location/storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5304 CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY

The personal effects of a cadet/midshipman who dies while enrolled in a Service academy may be transported at Gov't expense to the home of the person legally authorized to receive the effects.

5306 MEMBER REDUCED IN GRADE

A. Authorization. A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or

2. When ordered to that PDS,

whichever is greater.

B. NTS. NTS authority continues under par. 5212 without regard to the reduction in grade until the member's next PCS order effective date.

C. Former Grade. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite par. 5306 as authority and state the weight allowance prescribed for the member's former grade.

D. Origin and Destination. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. Authorization. A member on a tour of less than the prescribed PDS tour length, who used the HHG transportation authority when assigned to that PDS, is authorized HHG transportation from the place the HHG are located to that PDS.

B. Authority Limit

1. ***The authority limit is up to the cost from the old to the current PDS.***

2. Authority under par. 5308 is limited to the situation in which a member's tour is extended due to:

   a. Unusual circumstances and needs of the Service, or

   b. Failure to transport all HHG to the PDS initially because of the anticipated short assignment time to that station (B-208861, 10 November 1982).

5310 HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)

A. Transportation Allowance. A member, with dependent(s) stationed in CONUS who is sentenced by a court-martial to:

1. Confinement for more than 30 days,

2. Receive a dishonorable/bad-conduct discharge, or

3. Dismissal from a Uniformed Service, or,

4. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. 5148.

B. Transportation Authority. HHG transportation is authorized by a Service-designated authority who determines:

1. The authorized destination, and

2. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

C. Transportation Requests. HHG transportation 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. HHG Destination

1. The HHG destination must be a designated place.

2. Foreign born dependents may have HHG transported to a destination in their native country.

E. Transportation Reimbursement. HHG transportation reimbursement may be paid to the:

1. Member, or

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

F. Transportation Time Limit. Except when the Secretarial Process authorizes/approves additional time (see par. 5000-B6), HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

1. The court-martial is completed, or

2. Of administrative discharge.

G. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

1. Caused by moving out of Gov't/Gov't-controlled quarters or privatized housing, or

2. As an alternative to shipment when dependents are returned from OCONUS (see par. 5102-B8).

5312 HHG TRANSPORTATION INCIDENT TO IPCOT

A. General. ***An IPCOT is not an extension; it is another full tour.***

B. Tours of Duty. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied-to-Accompanied Tour

a. HHG may be transported from a designated place to the current PDS the IPCOT is to be served if dependents are command-sponsored at the current PDS the IPCOT is to be served.

b. A member who acquires dependents after the PCS order effective date, but before entering an IPCOT, is authorized HHG transportation to the PDS the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.

c. HHG acquired after a PCS order effective date but before starting the IPCOT may be shipped using par. 5312 as authority.

d. The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour

a. Par. 5114-D applies.

b. A member who acquires dependents after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation.

c. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

d. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

3. Accompanied-to-Accompanied Tour

a. A member who acquires a dependent after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation, in this case, is from the location of HHG to the current PDS at which the IPCOT is to be served.

b. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

c. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

d. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

5314 CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT

The Secretarial Process may authorize/ approve consumable goods transportation for a tour extension/IPCOT at a PDS in an area listed in App F.

5316 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: See par. 5152 ***for related dependent transportation.***

A. General

1. This par. prescribes HHG transportation authority of an active duty member:

a. Officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC 554), and

b. Who dies while entitled to basic pay (37 USC 406(f)).

2. For a member who dies after retirement or release from active duty, see par. 5318-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this par. only if a reasonable relationship exists between the applicant's circumstances and the requested transportation destination.

2. Weight

a. ***HHG weight limitations in par. 5200 do not apply.***

b. The HHG weight of a member of the Defense Services is subject to the 18,000 lbs. (net) weight limitation imposed by 37 USC 406(b)(1)(D).

3. Time

a. HHG transportation authority under this par. terminates if HHG are not turned over to a TO/carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay.

b. If HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (par. 5000-B6).

c. If the decedent's estate becomes the subject of litigation during the authorized time limit, HHG may be transported within 1 year from the final court decree date.

d. Effective for deaths occurring on or after 6 January 2006 the following apply:

(1) A active duty member entitled to basic pay dies on/after 6 January 2006 – the Secretary Concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.

(2) A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's retirement date (when the member first accrued the right to select a home) to choose a "home of selection."

(3) Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 10 January 2006 -- Family had until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 3 January 2006 -- Family had until 30 June 2006 to choose a HOS move.

Member on active duty died on 3 January 2006 -- Family had 1 year to make a HOS.
Member on active duty dies on 10 January 2006 -- Family had until 9 January 2009 to choose a HOS.

C. When Authorized

1. General

a. When official notice is received that the member is dead, injured/ill and the anticipated period of hospitalization/treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or absent for a period of more than 29 days in a missing status, HHG transportation is authorized to:

(1) A member's HOR,

(2) The dependents' residence (including the member's spouse in the case of a member-married-to-member couple),

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

b. Subject to par. 5316-B, special routing and services are authorized under par. 5206-K when desired by the:

(1) Member (if injured/ill),

(2) Member's dependents,

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

c. When dependents reside OCONUS at the time the member on permanent duty OCONUS dies, OCONUS:

(1) HHG may be transported to NTS under par. 5212, and/or

(2) A part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the authority for a final HHG move.

d. Within the time limit established in par. 5316-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. 5316-B1.

e. If the dependents take physical possession of the HHG at the interim location, they must agree to be financially responsible for all costs in excess of the transportation cost of the 18,000 lbs. maximum HHG weight allowance in one lot from the OCONUS origin to the final destination via that interim location.

f. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination.

g. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Gov't expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

2. Additional Moves

a. Change in Status. HHG transported under par. 5316-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. 5316-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year

(1) HHG transported under par. 5316-C1 may again be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move.

(2) If a mobile home was previously moved under par. 5414-A, HHG may be transported under par. 5316-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. 5316-A is:

a. Not known, or

b. Subject to litigation or,

c. Known, but the person has not been located and notified to take custody of the HHG,

the HHG may be stored or continued in storage until a proper disposition can be made.

2. SIT

a. SIT of HHG turned over for transportation within the time limits in par. 5316-B may be authorized/ approved under par. 5236.

b. ***SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.***

3. NTS

a. Upon Death. Upon dependent request, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. 5232-D17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. 5232-D18.

c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. 5232-D19.

E. Missing Status Termination

1. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Gov't expense for the time limit in par. 5232-D20.

2. When the member is not returned to active duty, the transportation authority of HHG placed in NTS under par. 5316-D3b is determined under pars. 5320, 5318 or provisions in par. 5316 which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member

1. If an active duty member is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. 5316-C.

2. The 1-year time limit and the requirement for additional time in par. 5316-B2 do not apply.

3. HHG transportation is in lieu of any other transportation authorized in par. 5316-C.

4. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse.

5. See par. 5316-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. 5316.

5318 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

See pars. 5068 and 5140 for related member/dependent transportation.

A. HOS Authorized

1. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. 5206), from storage, or any combination thereof, to the member's HOS (under par. 5068) when the member is:

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

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 service break of more than 90 days (B-160488, 14 February 1967);

c. 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

d. 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.

2. Except for a member undergoing hospitalization, medical treatment, education/training, or in other deserving cases (pars. 5318-D, 5318-E, and 5318-F), HHG must be turned over for transportation within 1 year following active duty termination.

3. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost savings (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. 5320 when the member:

1. Is retired without pay;

2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

3. Has less than 8 years of continuous active duty immediately preceding discharge with severance/separation pay, or is involuntarily released to inactive duty with readjustment/separation pay.

C. Storage

1. General. A member/dependent, authorized HHG transportation under par. 5318-A or 5318-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. 5318-D and 5318-H.

2. One-Year Period Extended because of Hospitalization/Medical Treatment. A member undergoing hospitalization/medical treatment on date of active duty termination, or for any period of time during the 1-year period following such date, is authorized NTS under par. 5318-D. Also see par. 5000-B6.

3. SIT

a. SIT of a shipment from NTS under par. 5318-A or 5318-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

(1) Necessary because of conditions beyond the control of the member, or dependent (if applicable);

(2) Such conditions arise after transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any portion of a member's HHG not placed in NTS may be placed in SIT under par. 5236 as part of HHG transportation under par. 5318-A or 5318-K.

D. Member Undergoing Hospitalization/Medical Treatment

1. of Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. 5318-A) and storage is authorized (par. 5318-C).

b. Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. During 1-Year Period after Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization/treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. 5000-B6).

b. The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization/treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further time limit extension for NTS is not authorized.***

E. Member Undergoing Education/Training

1. General. A member authorized HHG transportation under par. 5318-A who:

a. On the active service termination date is undergoing education/training to qualify for acceptable civilian employment, or

b. Begins such education/training during the 1-year period following active service termination, or during the longer period authorized/approved under par. 5318-D (if applicable),

is authorized HHG transportation until 1 year after the education/training is completed, or 2 years after the active duty termination date, whichever is earlier. There is no authority to extend NTS beyond the 1 year from active duty termination date, except IAW pars. 5318-D and 5318-H.

2. Further Time Limit Extension for HHG Transportation. A further time limit extension for HHG transportation, may be authorized/approved through the Secretarial Process (par. 5000-B6).

F. Other Deserving Cases

1. An extension of the 1-year time limit in par. 5318-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit.

2. A time limit extension may also be authorized/approved through the Secretarial Process, if in the Service's best interest, or to the member's benefit and not more costly/adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. 5318-D and 5318-E.

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

4. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

5. Extensions do not extend the Gov't's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. 5318-D.

6. The delayed HHG transportation under par. 5318-F must be incident to the member's separation from the Service (B-207157, 2 February 1983).

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

G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home.

1. A member authorized HHG transportation under par. 5318-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies for this short distance move.

3. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home.

1. A member, eligible to select a home under par. 5318-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. 5318-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. If the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. 5318-C) and HHG transportation (par. 5318-A) to a HOS.

4. The HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status).

5. If the member dies after reversion to retired status, par. 5318-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS/PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay/retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

1. Is not authorized HHG transportation ICW such discharge/retirement; but

2. May be eligible for HHG transportation to:

a. HOS (par. 5318-A),

b. Storage (par. 5318-C), or

c. Extensions (par. 5000-B6)

granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. 5318-D, 5320-E, and 5318-F).

K. Member Dies after Retirement/Release

1. After Selecting a Home

a. If a member, authorized HHG transportation to a HOS under par. 5318-A, dies after selecting a home under par. 5068, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS.

d. Par. 5318 also applies when the member completed travel to the HOS.

2. Before Selecting a Home.

a. If a:

(1) Member, authorized HHG transportation to a HOS under par. 5318-A, dies before selecting a home under par. 5068, or

(2) Home has been selected before HHG transport and the member's travel to the HOS,

the HHG may be transported at Gov't expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. 5068-A, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits for a member in par. 5318 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement

1. A member:

a. Found by a physical evaluation board unfit to perform the duties of their grade, and

b. Who is ordered home/to a specific location to await another order ICW disability retirement (for the Gov't's convenience) is authorized HHG transportation to the home/specific location.

2. Shipments transported under par. 5318-L may be re-transported when a retirement/other order is ultimately issued.

3. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

5320 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE: See pars. 5066 and 5138 for related member/dependent transportation.

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under par. 5066, is authorized HHG transportation to the location the member elects, from the following:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage.

2. The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation of the member's maximum PCS HHG weight allowance from the authorized origin to the place the member elects under par. 5066. Also see par. 5206-I.

3. If, under par. 5206-I, the member elects HHG transportation to other than the place selected IAW par. 5066, excess costs are computed on the basis of the cost that would have been incurred by the Gov't for transportation of the member's maximum PCS HHG weight allowance in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Gov't, to that place.

4. The following are exceptions to the general rule in par. 5320-A1:

a. Separated from the Service or relieved from active duty to continue in the Service (par. 5320-C);

b. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. 5320-D);

c. In an RC and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. 5320-E);

d. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. 5320-I); (For a member stationed in CONUS who has dependents, see par. 5310; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, see par. 5298-B.); or

e. Separated under conditions in par. 5318-A.

B. Storage

1. NTS. A member who is authorized HHG transportation under par. 5320-A, 5320-F or 5320-H is authorized NTS. The authority begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. 5320-G.

2. SIT

a. SIT of HHG transported from NTS under pars. 5320-A, 5320-F or 5320-H is authorized only when:

(1) Necessary because of conditions beyond the member's control;

(2) Such conditions arise after HHG transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any HHG not placed in NTS may be placed in SIT under par. 5236 ICW transportation under par. 5320-A, 5320-F or 5320-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is authorized HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated/relieved from active duty due to enlistment expiration or prescribed term of service and who, on

the following day, reenters the Service at the station at which separated/relieved with no change of PDS, is not authorized HHG transportation or NTS.

E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training.

1. An RC member who is ordered to:

a. Initial active duty for training for less than 6 months;

b. Active duty (including active duty for training) for less than 20 weeks; or

c. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty.

2. An RC member under par. E is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty from the:

a. Member's last duty station, or

b. Place to which such HHG were last transported at Gov't expense, to the:

(1) HOR, or

(2) PLEAD or active duty for training.

3. NTS is not authorized.

F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty

1. A member authorized HHG transportation under par. 5320-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies to this short distance move.

3. HHG transportation is authorized, within the time limit in par. 5320-G and the member's weight allowance, from the local temporary residence to the member-elected place under par. 5066.

G. Time Limit

1. Authority for HHG transportation terminates on the 181st day following separation from the Service/relief from active duty, unless a written application for HHG transportation is turned in to a TO/designated representative before the expiration of the 180th day.

2. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission.

3. The TO/designated representative determines "practicability" based on the facts and circumstances in each case.

4. In hardship cases, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process.

5. A time limit extension for transportation does not extend the Gov't's obligation for storage costs for longer than the period authorized/approved under par. 5320-B (for NTS) or par. 5238 (for SIT).

6. Following the NTS expiration, the HHG must be transported as soon as possible to the final destination.

H. Member Ordered Home to Await the Results of Disability Proceedings

1. A member, who is:

a. Found by a physical evaluation board unfit to perform the duties of the member's grade, and

b. Not authorized a HOS move under par. 5068, but

c. ordered home/to a specific location to await the disability proceedings results, for the GOVT's convenience

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results.

2. Authority for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par.5320.

3. The authority, upon final results of physical disability proceedings, is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation/relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions.

1. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS.

2. For a member stationed in CONUS who has a dependent, see par. 5310.

3. For a member stationed OCONUS, see par. 5298-B.

J. Enlisted Member Ordered to a College

1. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage

2. Transportation may be between other places.

3. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations.

4. The member is authorized storage as in par. 5320-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

1. A member, authorized HHG transportation under par. 5320-A, who is recalled to active duty after separation from the Service/relief from active duty, and who has HHG in NTS under par. 5320-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service/relieved from active duty provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service/relieved from active duty under honorable conditions, the member is authorized NTS under par. 5320-B and HHG transportation (par. 5320-A) to a location the member elects under par. 5066.

4. The HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated/released from active duty, following the recall to active duty.

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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 to10 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:

Location	Effective Dates	Number of TLE Days
NONE		

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 billeting 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 Lodging	 65% x $46 = $29.90 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 Lodging	 160% x $46 = $73.60 160% 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

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

4. Member Married to Member with 2 Dependents, when Each Member Claims the 2 Dependent Children for Different Days

A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is $149 ($93/ $56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at $120/night ($110 plus $10 tax). Each member is authorized TLE NTE $290/day for 10 days. The $120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Gov't Qtrs are not available. ***NOTE: In this example, each member claims the two dependent children but for different days.*** The members are authorized TLE, computed as follows:	
Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $56.00 = $ 70.00 125% x $93.00 = $ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$120.00 vs. $116.25 $116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$70.00 + $116.25 = $186.25
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $143.75.	$290.00 vs. $186.25 $186.25/day x 10 days = $1,862.50
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $56.00 = $70.00 125% x $93.00 = $ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	$120.00 vs. $116.25 $116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$70.00 + $116.25 = $186.25
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $143.75.	$290.00 vs. $186.26 $186.25/day x 10 days = $1,862.50
The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days ($290/day x 10 days = $2,900). The combined amount paid to both members for 20 days is $3,725 ($1,862.50 + $1,862.50).	

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%) M&IE Lodging	195% x $51 = $99.45 195% x $115 = $224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x $114) = $228 vs. $224.25 $224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$99.45 + $224.25 = 32370
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 9: TEMPORARY LODGING

SECTION b: LUMP SUM TQSE (TQSE(LS))

5784 TQSE(LS) OPTION

TQSE(LS) is a fixed amount payment that is always based on the PDS location maximum per diem that is in effect on the date that the fixed offer was accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011).

5786 AUTHORITY

A. General. The AO, ***not the employee***, determines if TQSE(LS) is offered.

B. Considerations. The following factors must be considered before authorizing TQSE(LS):

1. General

   a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(LS) amount, instead of TQSE(AE).

   b. TQSE(LS) may be authorized for the number of days the AO determines necessary, NTE 30 days.

2. Administration Ease

   a. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(LS) because receipts and supporting statements are not required.

   b. The employee is paid prior to the occupancy of temporary lodging and the after the fact voucher process is eliminated under this method.

3. Cost Considerations. TQSE(LS) is:

   a. Limited to no more than 30 days, with no extensions under any circumstances.

   Effective date of transfer of 1 August 2011 or later.
   b. Based on either the old or new PDS location maximum per diem rate that is in effect on the date that the fixed offer is accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011), or a combination, depending on where temporary quarters will be occupied.

4. Employee Choice

   a. TQSE(LS) is based on a specific percentage of the locality per diem rate.

   b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.

c. The TQSE(LS) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(LS) offer and choose to be reimbursed by TQSE(AE).

d. ***If the AO inadvertently fails to offer an employee TQSE(LS) and the employee's PCS travel order reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel order to permit the TQSE(LS) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)***

5788 LIMITATIONS

Effective date of transfer of 1 August 2011 or later.
A. Payment Limitation

1. Temporary lodging must be occupied for TQSE(LS) to be paid (GSBCA 16803-RELO, March 20, 2006/GSBCA 15573-RELO, February 12, 2002).

2. The employee must sign a statement, which must be included as part of the service agreement, asserting the employee will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expense incurred, the employee must return the TQSE(LS) payment.

3. ***Under no circumstances may TQSE(LS) be paid for more than a total of 30 days.***

4. TQSE(LS) is paid for ***up to*** 30 days. The number of days offered is prospective and must be established in advance.

5. Once TQSE(LS) is selected, the employee may not be paid any additional TQSE if the TQSE(LS) is not adequate to cover TQSE expenses.

6. TQSE(LS) is a fixed amount payment based on the old or new PDS locality per diem rate, or a combination (see par. 5774-B3b) in effect when the TQSE(LS) offer is accepted by the employee. The fixed amount payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer. The per diem rates used in the following example(s) are for illustrative purposes only.

a. Example 1. An employee accepts the TQSE(LS) payment method on 1 February, during the winter season, with a travel date of 18 June, during the summer season. The new PDS rate at the time of the offer acceptance was $173. The summer rate that was in effect on 1 February for 1 May to 30 September, during the offer acceptance was $282. The employee TQSE(LS) rate should be paid based on the summer per diem rate of $282 that was in effect on the date that the fixed offer was accepted (**CBCA 2189-RELO, 12 September 2011**).

b. Example 2. An employee accepts the TQSE(LS) payment method on 1 August, with a travel date of 9 October. The new PDS per diem rate at the time of offer acceptance was $173. A new rate was published on 1 October, changing the rate from $173 to $200. The employee per diem rate should be paid based on the rate of $173 that was in effect on the date that the lump sum offer was accepted. TQSE(LS) is a lump-sum payment based on the PDS locality per diem rate in effect when the TQSE(LS) offer is accepted by the employee. The lump-sum payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer.

7. The employee should retain lodging receipts or other proof that temporary lodging was occupied in case the agency requests proof temporary lodging was occupied for at least one night. Without sufficient proof, the agency may require TQSE(LS) repayment.

B. Time Limitation. The agency cannot impose limitations on the TQSE(LS) start date (GSBCA 16267-RELO, 10 December 2003).

C. Erroneous Advice Information

1. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(LS) method and was authorized TQSE(LS) for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(LS)) problem (the employee inferred TQSE(LS) would continue beyond 30 days. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days.

2. ***The employee may not be paid for the additional twelve days***.

3. ***Erroneous advice provided by Gov't officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists***. (GSBCA 16437-RELO, 22 September 2004))

5790 ELIGIBILITY PERIOD

The AO determines what TQSE(LS) time period is necessary and authorized ***NTE 30 days***.

5792 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(LS) payment.

5794 PAYMENT

If the TQSE(LS) amount is more than adequate to cover the employee's TQSE expenses, ***any balance belongs to the employee*** (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004), provided that temporary lodging was occupied (GSBCA 16803-RELO, 20 March 2006/GSBCA 15573-RELO, 12 February 2002). **Example**: If employee is authorized 15 days TQSE(LS), but only stays in temporary lodging for 10 days, the employee keeps the remaining 5 days TQSE.

5796 COMPUTATION

A. HHT. ***The number of days paid or reimbursed for a HHT are not deducted from TQSE(LS).*** See Ch 5, Part B13 for HHT.

B. Payment Basis. TQSE(LS) payment is based on the total number (employee and dependents) ***actually moving*** to the new PDS, ***not*** the number of individuals actually occupying temporary lodging.

1. Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(LS) payment is based on the employee plus 3 dependents.

2. Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does *not* move to the new PDS. The TQSE(LS) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(LS attributable to the dependent who did not move.

C. TQSE(LS) Per Diem Rates/Percentages. ***The per diem rates used in the following example(s) are for illustrative purposes only.***

*1. Per Diem Rate Used. The per diem rate used for TQSE(LS) payment is either the maximum old or new PDS (see par. 5786-B3b) locality per diem rate (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. ***Example: If the new PDS is in a locality at which the per diem rate is $100, the maximum daily rate = $75 (based on the daily***

per diem rate of $100).

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. ***Example: If temporary lodging is used at a new PDS locality at which the per diem rate is $100, the maximum daily rate = $25 (based on the daily per diem rate of $100).***

D. TQSE(LS) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	$136	.75	30	1	(($136/day x .75) x 30 days) x 1 =	$3,060
Dependent	$136	.25	30	4	(($136/day x .25) x 30 days) x 4 =	$4,080
					Total TQSE(LS) Pmt	**$7,140**

E. TQSE(LS) Computation Example. The following is an example of how TQSE(LS) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(LS) = 30 days.

b. Locality per diem rate = $90 (lodging) + $46 (M&IE) = $136 total per diem.

c. Employee percentage = 75%.

d. Dependent percentage = 25%.

e. Number of dependents = 4.

2. Employee Calculation

a. Multiply the maximum per diem rate ($136) by .75. **$136/day x .75 = $102/day**.

b. Multiply the answer in par. 5796-E2a ($102) by the number of days authorized (30). **$102/day x 30 days= $3,060**.

c. In this example, the employee's TQSE(LS) payment is **$3,060**.

3. Dependents Calculation

a. Multiply the maximum per diem rate ($136) by .25. **$136/day x .25 = $34/day**.

b. Multiply the answer in par. 5796-E3a ($34) by the number of days authorized (30). **$34/day x 30 days = $1,020**.

c. In this example, each dependent's TQSE(LS) payment is **$1,020**.

d. In this example, the four dependents' total TQSE(LS) payment is **$4,080** (**4 dependents x $1,020/dependent)**.

4. Total Payment. In this example the employee's TQSE(LS) payment is $3,060 for the employee and $4,080 for four dependents, for a total TQSE(LS payment of **$7,140** (**$3,060 + $4,080)**.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 10: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

5814 GENERAL

Effective date of transfer of 1 August 2011 or later.

A. Purpose. MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is ***not*** authorized.

C. Mobile Home Relocation. See Ch 5, Part B7 for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250.

5816 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,

2. An appropriate service agreement is signed,

3. The employee moves out of the old residence, and,

4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees ***Not*** Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. New Appointee

   a. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

   b. See par. 5558 New Appointee and Student Trainee Appointments and Assignments to the First PDS.

   c. A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). See DSSR, Section 240.

2. Employee. An employee:

   a. Performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;

   b. Assigned to an OCONUS PDS returning to the actual residence for separation; and

   c. Authorized transportation for dependents and/or HHG to/from a training location instead of per diem or

AEA under par. 4955.

5818 REIMBURSEMENT

A. MEA Amounts Based on PCS Order Effective Date of Transfer

1. PCS Orders with Effective Date of Transfer ***before*** 18 July 2011. Use the old MEA rates of $500 and $1,000.

2. PCS Orders with Effective Date of Transfer ***on/after*** 18 July 2011. Use the new MEA rates of $650 and $1,300.

B. General

1. MEA Amounts. The 'flat payment' MEA amounts are $650 and $1,300.

2. Two Employees in One Household

a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).

b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the ***with dependent rate*** (see FTR §302-3.202).

c. Even if each employee, without dependents, has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).

d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBCA 16608-RELO, 3 August 2005. An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.

e. **EXCEPTION**: A first appointee assigned to an OCONUS PDS is paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. 1260.

C. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without Dependents. Pay the lesser of $650 or the equivalent of 1 week's basic compensation;

2. Employees with Dependents. Pay the lesser of $1,300 or the equivalent of 2 week's basic compensation; or

3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of $650 or the equivalent of 1 week's basic compensation.

a. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-C2, when the employee:

(1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

(2) Relocates the dependents or HHG within the 1-year limitation;

b. An employee is authorized MEA at the with dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ***(B-184558, 12 August 1976).***

c. An employee is authorized MEA at the "without dependents rate" if the employee's dependents return early IAW par. 5576-H and do not relocate the household when the employee returns and is authorized PCS allowances ***(B-194061, 12 September 1979).*** For an employee to be authorized MEA at the "with dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

D. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. 5818-C if the:

a. Claim is supported by evidence of expenses incurred, and

b. Total amount does not exceed the employee's basic salary rate of:

(1) 1 week if the employee is without dependents, or

(2) 2 weeks if the employee has dependents who were relocated.

2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.

3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.

4. A claim for more than the amount authorized in par. 5818-C must be justified.

E. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);

2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;

3. Non refundable utility fees/deposits;

4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment (CBCA 2701-RELO 26 July 2012), and private institutional care (such as that provided for handicapped or invalid dependents only);

5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS/non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS/non foreign OCONUS area for non participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));

6. Rental agent fees customarily charged for securing housing in foreign countries;

7. Pet quarantine charges (B-206538, 14 September 1982) ***excluding*** medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. 5764.;

8. Pet transportation (cats, dogs, and other house pets) (FTR §302-16.1); Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country

restrictions and special handling difficulties;

GSBCA Ruling Involving Costs Related to "UK Pet Scheme"

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK's requirements for bringing pets into the country. The expenses, totaling $906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, "UK pet scheme" costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee's travel voucher included the above listed expenses as itemized miscellaneous expenses. The employee's agency reimbursed a total of $1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA 16827-RELO, 14 April 2006).

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Gov't's interest (GSBCA 16351-RELO, 1 April 2004);

Effective date of transfer of 1 August 2011 or later.
13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

F. Non Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;

2. Costs that are not allowed in JTR;

3. Costs reimbursed under other provisions of law or JTR;

4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;

6. Fines or other penalties imposed on the employee or dependents;

7. Judgments, court costs, and similar expenses because of civil actions;

8. Expenses due to circumstances, factors, or actions that were not due to the move;

9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;

13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;

14. Fines imposed for traffic infractions while en route to the new PDS;

15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;

16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;

18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;

19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary Qtrs;

20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station (CBCA 2660-RELO, 26 January 2012);

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and

22. Costs of newly purchased items, such as rugs or drapes.

G. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in DoDFMR Vol. 9 for costs associated with relocation,

2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and

3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION a: GENERAL

5820 SERVICE AGREEMENT

A. General (FTR, §302-2.12)

1. Service Agreement. A service agreement is a written agreement, prepared IAW personnel regulations, between the employee and the employee's agency, signed by the employee and an authorized agency representative, stating that the employee agrees to remain in Gov't service for a period of time specified in par. 5840-B, after the employee has relocated.

2. Loss of Allowances. All or part of these travel and transportation allowances may be lost under certain conditions. See par. 5808.

Effective date of transfer of 1 August 2011 or later.
3. Disclosure Statement. A service agreement must include/have appended, a disclosure statement IAW par. 5820-H.

4. Agreement Forms. See par. 5794.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the Gov't is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee's:

1. Travel and transportation allowances,

2. Dependents, and

3. HHG.

D. Renewal Agreement. A renewal agreement:

1. Establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment.

2. Does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.

2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.

3. This agreement may be an initial agreement or a renewal agreement.

F. More than One Service Agreement (FTR, §302-2.19). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.18). Service agreements that are already in effect cannot be voided by subsequent service agreements.

Effective date of transfer of 1 August 2011 or later.
H. Reimbursement Disclosure Statement

1. The employee must sign a statement certifying:

a. The employee and/or dependents have not/will not accept duplicate reimbursement for the employee's relocation expenses, and

b. That to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses.

2. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

5822 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT

A. General. Agreements must be negotiated by personnel designated by the DoD Component concerned.

B. Designated Personnel. For all DoD Components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,

2. Any civilian personnel office employee designated to act for a commanding officer in effecting appointments, and

3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

5824 ACTUAL RESIDENCE (FTR, §302-2.15)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

5826 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

1. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection/assignment.

2. The actual residence is the location at which the appointee lived before selection for the appointment/ assignment.

3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.

4. Whether the college location at which a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General

a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

b. The Gov't's obligation for travel and transportation allowances for travel to:

(1) An OCONUS PDS upon assignment,

(2) Round trip travel and transportation allowances under a renewal agreement, or

(3) Return travel and transportation allowances for separation

is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.

d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.

e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.

f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

a. Ordinarily, the actual residence is the:

(1) Fixed residence where dependents and HHG are maintained at the time of an individual's appointment/transfer to an OCONUS position, and/or

(2) Place from which transferred or appointed.

b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:

(1) Establish residence at a certain location, or

(2) Visit a certain location,

must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.

c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:

(1) Home ownership;

(2) Previous residence;

(3) Temporary employment in city from which recruited;

(4) Employment requiring residence apart from the family;

(5) The employee's voting residence; and

(6) The jurisdiction(s) to which the employee pays taxes.

d. Additional factors, in the case of a local hire, are:

(1) The length of absence from the claimed place of residence;

(2) The reasons for such absence; and

(3) Whether a residence has been maintained to which the individual expects to return.

e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:

(1) Established residence locally OCONUS,

(2) Participated in local elections, or

(3) Obtained waiver of U.S. tax liability based on foreign residence (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)).

The conditions in par. 5836 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

a. When actual residence is determined IAW par. 5826-B2, a change:

(1) Is not authorized during a continuous period of OCONUS service, and

(2) May not be approved except in case of an error. (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)).

b. Errors must be corrected in the agreement to show the employee's correct actual residence.

5828 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))

Agreement requirements are premised on the employee's status as outlined in the following table:

Situation	Agreement
1. Individual locally employed initially by DoD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. 5836).	1. No service agreement requirement
2. Individuals locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. 5836).	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.

Situation	Agreement
3. Individual locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. 5836) and OCONUS prior service credit requirements (par. 5840-C7).	3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. DoD employee at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD Component within the same or a different OCONUS geographical locality (par. 5840-C3).	4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the tour of duty at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by DoD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD Component).	5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.
6. Employee initially hired locally by DOD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD Component) (par. 5840-C7).	6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the tour of duty at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
7. DoD employee at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD Component). See par. 5840-C8.	7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for PCS allowances to be authorized to the new PDS. A release from the tour of duty requirement for the Gov't's convenience without penalty provisions (par. 5844) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment/transfer. Unless released from the tour of duty requirement, failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS. <u>Example 1</u>. If the employee completes the initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Employee was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Employee completes 40

Situation	Agreement
	months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x). Example 2. If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS cost of this second PCS move. Employee completes 20 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.
8. DoD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (par. 5522), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD Component.	8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.
9. A DoD employee at an OCONUS PDS, who completes a prescribed tour of duty, does not perform RAT (par. 5522), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD Component.	9. Service agreement required to serve the tour of duty in (a) or (b), whichever is greater: (a) 12 months from the date of reporting for duty at the new PDS or (b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.) Example 1: An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the tour of duty at the old PDS (18 months) is 18 months. Example 2: An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the tour of duty served at the old PDS (18 months) is only 6 months. If the tour of duty at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.

Situation	Agreement
	The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.
10. A DoD employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (Ch 7, Part A10), and returns to the same or a different OCONUS PDS (within the same or to a different DoD Component).	10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. See par. 5840-C1.
11. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from Gov't service. ***NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from Gov't service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity to continue in Gov't service at the location of the employee's actual residence or at a different location. See situation #12.***	11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that purpose. See par. 5572.
12. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DoD Component.	12a. No service agreement requirement if the gaining activity does not authorize PCS allowances. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence. See item 11 above for what is included in separation allowances. 12b. Service agreement required to serve for 12 months in Gov't service from the date of reporting for duty at the new PDS if the gaining activity authorizes PCS allowances. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include: (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) an HHT if authorized by the gaining activity for an eligible employee – see par. 5862) and (6) TQSE if authorized by the gaining activity - see par. 5520.

5830 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. Transportation and Storage. A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. Record Maintenance. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

5832 SERVICE AGREEMENT PREPARATION AND DISPOSITION

A. General

1. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.

2. The provisions of par. 5836 apply when determining the actual residence. Corrections of incorrect actual residence determinations are IAW Service/Agency procedures.

3. The 'duplicate reimbursement disclosure statement' in par. 5820-H must be included with, or as an addendum to, the service agreement.

4. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: ***http://www.dtic.mil/whs/directives/***.

B. Preparation and Disposition. Preparation and disposition is IAW personnel directives.

C. Service Agreement for OCONUS Employees other than School Teachers. DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:

1. An employee transferred/assigned to an OCONUS PDS,

2. New appointees appointed to OCONUS positions (see par. 5558-C concerning appointments and assignments to the first PDS),

3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and

4. Return transportation of eligible OCONUS local hires.

D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is

1. Used ICW travel of DODEA teachers, and

2. Available through the Washington Headquarters Service DOD Forms Program at: ***http://www.dtic.mil/whs/directives/***.

E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

CHAPTER 6: EVACUATIONS

PART A: UNIFORMED MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION a: GENERAL

6000 REFERENCES

A. Title 37, USC §475a.

B. DoDD 3025.14, "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013.

C. DoD Services: see DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 9, Ch 7, Evacuation Allowances.

6005 GENERAL INFORMATION

A. General. An evacuation (see par. 6010-C) must be caused by unusual/emergency circumstances, such as:

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

B. Application. The evacuation applies to:

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

2. A command sponsored dependent en route to the member's:

   a. PDS, or

   b. PDS vicinity

   to establish a permanent residence with the member.

3. A dependent student authorized to travel to the member's PDS, under par. 7155-D;

4. A dependent who permanently resides at a:

   a. Member's former PDS vicinity following the member's assignment elsewhere, or

   b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

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

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

C. Member's Travel Status

1. The statute pertaining to a dependent's evacuation (37 USC §475a), does not apply to a uniformed member.

2. A uniformed member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

D. Funding

1. The *Joint Plan for DoD Noncombatant Evacuation and Repatriation* contains the fund cites chargeable for evacuation allowances for a DoD member's dependent.

2. Questions ICW fund cites should be addressed to:

   a. DoD: The Joint Plan Proponent

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

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

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

   b. Coast Guard

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

      PHONE:
      (202) 372-3565 (commercial)

c. NOAA

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

FAX:
(301) 713-4140 (commercial)

PHONE:
(301) 713-3444 (commercial)

d. USPHS

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

FAX:(240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

E. Evacuation Allowance Payments

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

a. The member's evacuated command sponsored dependent spouse;

b. Any command sponsored dependent age 18 or older, if at a different location than the spouse; or when there is no spouse present;

c. The member (as the natural guardian) for a command sponsored dependent who is under age 18; and/or

d. The member's dependent spouse, any dependent at least age 18, or the member (as the natural guardian) under the circumstances in par. 6005.

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

F. When Allowance Payments Are Made. Allowances authorized in this Part, are paid beginning on the date that the official (see par. 6015-Al or 6015-A2) authorizes/orders an evacuation.

G. Written Order

1. Evacuation travel may be required to begin before a written order can be issued due to emergency situations (par. 6005).

2. Under emergency circumstances, an oral order may be given by any medium (including telephone).

3. When an oral order is given, the AO must promptly issue a confirmatory written order, including the oral order date, IAW par. 2210.

H. Funds Advance

1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.

b. An advance of safe haven allowances (authorized under par. 60155-B) may not exceed the estimated amount for 30 days at the safe haven/designated place.

c. Transportation advances (see par. 1015-C2e) must be issued ***only*** to provide sufficient funds to cover necessary expenses incurred for:

(1) A dependent while traveling to and while at the safe haven/designated place, or

(2) An escort traveling to and from the safe haven/designated place.

2. DLA. DLA (see par. 60115) may be paid to the member designated dependent (see par. 1015-C2e) in advance of the dependent(s) travel to the designated place.

3. Pay

a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.

b. The member designates the advance amount, NTE 2 month's basic pay.

c. The pay advance is payable, to the dependent, in one or more installments.

d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.

e. References

a. DoD. DoDFMR, Vol. 7A, Military Pay, Policy, and Procedures.

b. USCG. COMDTINST M7220.29, U.S. Coast Guard Pay Manual.

c. Implementing Procedures. See individual Service pay and allowance manual(s).

6010 DEFINITION OF TERMS USED IN THIS PART

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

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

1. Residing in a command sponsored/non command sponsored status at/in the member's PDS vicinity, at the time of the evacuation;

2. Command sponsored, but temporarily absent from the member's PDS or its vicinity;

3. Command sponsored and en route to the member's PDS or its vicinity to establish a residence with the member;

4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. 7155D, but who instead travels (or converts the current location) to a safe haven or designated place; or,

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

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ ordered by the appropriate authority in par. 6015-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

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

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

6015 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas

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

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

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

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

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

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

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

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;

c. The Secretary of HHS, or the Secretary's designated representative (Director, Division of Commissioned Corps Personnel and Readiness, COML (240) 453-6059), for the dependent of a PHS member;

d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);

f. The head of a DoD component (App A1) or designated representative;

g. The commander of a U.S. Installation (App A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

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

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

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

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

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

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

2. Alternate Safe Haven Location Designation

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

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

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

(4) The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed.

(5) While determinations are made on a case by case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the Gov't's best interest.

(6) Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (App A1).

b. Non-DoD Services. The Secretarial Process following Secretary of State authority (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authority is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/ approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at Gov't expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 3: EMERGENCY LEAVE

7010 TRANSPORTATION IN PERSONAL EMERGENCIES (UNIFORMED MEMBERS ONLY)

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW DoDI 1327.06 (Leave and Liberty Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/ or Service regulations for non-DoD Services (par. 1015-C2i) are authorized transportation between authorized locations.

2. Transportation Mode. Air is the ***only authorized transportation mode*** (airport to airport transportation see par. 7010-C3 ***NOTE 1***).

3. Gov't Air Transportation not Reasonably Available

a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space required Gov't air transportation is not reasonably available.

b. A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).

c. See par. 7010-C for definition of "authorized location."

d. See par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply if Gov't transportation is reasonably available and not used.

4. Transportation Cost Reimbursement. Reimbursement:

a. For transportation costs is NTE the cost of Gov't procured commercial air transportation between authorized locations.

b. Is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).

c. For ground transportation from PDS/home/destination the airport is not authorized.

d. For air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.

5. Dependent Personal Emergency. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. 7260 -A incident to the burial of a deceased member.

6. Travel Across CONUS. Travel across CONUS is at Gov't expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

a. On permanent duty OCONUS,

b. Assigned to an OCONUS ship/unit operation, or

c. With an OCONUS domicile who is on permanent duty or initial training in CONUS, or is described in par. 4090-I, 4090-J, or 4090-K.

2. Not Eligible. A cadet/midshipman is not an eligible member for this transportation.

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

a. Is command sponsored and resides OCONUS with the member,

b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or

c. Resides in CONUS, the emergency leave location is OCONUS, and the member:

(1) Is on permanent duty OCONUS, or

(2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

a. As used in par. 7010, domicile is a member's HOR or place:

(1) From which first called (or ordered) to active duty,

(2) Of first enlistment, or

(3) Of permanent legal residence.

b. A member's domicile is only relevant to personal emergency transportation if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:

a. Transportation from an originating location to a destination, and

b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. 7010.

2. The authorized locations listed below (including those in par. 7010-C4b(3)) are official travel locations, and available contract city pair airfares ***may*** be used.

3. Examples

***NOTE 1*: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS/ home/destination and the airport is not authorized.**

***NOTE 2*: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.**

a. Example 1

A member's PDS is OCONUS and the emergency leave is CONUS Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	$1,200
Round trip city pair airfare between the PDS and Location A:	$1,400
Round trip policy constructed airfare between the PDS and Location A:	$1,600
Since transportation to/from Location A is more expensive than transportation to/from the closest CONUS international airport, Location B, no ***city pair airfare may be used*** to/from Location A.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. Example 2

A member's PDS is OCONUS and the emergency leave CONUS location is Location 1. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	$1,200
Round trip city pair airfare between the PDS and Location A:	$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city pair airfare to/from Location A ($980) NTE the $1,200 cost to Location B.	

4. Member and Dependent(s) OCONUS. For a member described in pars. 7010-B1a and 7010-B1b and dependent(s) described in pars. 7010-B3a and 7010-B3b:

a. Authorized origins are:

(1) A member's PDS;

(2) The dependent's other OCONUS location; or

(3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. 7010-B1c and dependent described in par. 7010-B3c, check par. 7010-B3a.***

b. Authorized destinations are:

(1) Either:

(a) The CONUS international airport closest (IAW 37 USC §481d the closest CONUS port of entry is the standard of measure) to the location from which the member/dependent departed and to which air transportation is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. See the examples in par. 7010-C3; ***NOTE: Par. 7010-C4(b)(1)(a) creates the sole criterion for the cost limit to be used for transportation to another airport.***

(2) An airport in a NON-FOREIGN OCONUS AREA (App A1); or

(3) Any foreign OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

5. Member and Dependent in CONUS. For a member described in par. 7010-B1c and dependent described in par. 7010-B3c:

a. Authorized origins are the international airports nearest the:

(1) Member's PDS, or

(2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

(1) An international airport in a non-foreign OCONUS area, or

(2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

7015 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT (UNIFORMED MEMBERS ONLY)

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location or any time classified as leave or administrative absence. (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e)) between the TDY/unit location or ship and the:

1. PDS,

2. Home port, or

3. Other location if authorized emergency leave as determined under DoDI 1327.06 (Leave and Liberty Policy and Procedures) for DoD Services and/or Service regulations (par. 1015-C2i).

B. Transportation

1. Space required Gov't transportation must be used if reasonably available.

2. Travel and transportation allowances are the same as if traveling on TDY.

3. The policy in par. 3220-B allowing reimbursement up to the directed mode cost does not apply if Gov't transportation is reasonably available and not used.

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. 7015-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City Pair Airfare Use. The locations listed in par. 7015-A are official travel locations, and available contract city pair airfares may be used. ***If the member travels to a more expensive 'other' location, city pair airfares are not authorized.***

F. One Way Emergency Leave Travel

1. There is no authority for one way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port.

2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. 7015-D.

3. See par. 7040 for travel and transportation allowances when a ship relocates during the member's authorized absence.

4. Examples. ***The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs***. Even though payable, per diem and transportation costs to/from terminals are not included in the examples

a. Example 1

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city pair airfare between Ft. Campbell and Ft. Belvoir and the policy constructed airfare (App A1) (incorporating some city pair airfare connections) is $400.	
City pair airfare cost from Ft. Campbell to Denver	$500
policy constructed airfare cost from Ft. Campbell to Denver	$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city pair airfare to Denver. The member's financial responsibility is $600 of which $400 is reimbursable.	

b. Example 2

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	$320
City pair airfare from Ft. Hood to Atlanta	$280
Since transportation to Atlanta is less expensive than transportation to the PDS (Ft. Belvoir) the member is authorized city pair airfare to Atlanta ($280) NTE the cost to Ft. Belvoir ($320).	

7020 EMERGENCY VISITATION TRAVEL (EVT) (CIVILIAN EMPLOYEES ONLY)

A. Related Information

1. Allowable Expenses due to the Death of an Employee/Dependent. Ch 7, Part F.

2. Employee Emergency Travel and Transportation due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part A3.

3. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part B4.

4. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part A5.

B. General

1. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at Gov't expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.

2. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).

3. Restrictions

a. EVT is not permitted for travel wholly within the foreign area assignment.

b. An employee away from the foreign OCONUS PDS:

(1) On leave in a CONUS/non-foreign OCONUS location, or

(2) TDY in a CONUS/non-foreign OCONUS location

is not eligible for EVT.

4. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

5. Authority. EVT is authorized in the following circumstances:

a. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death (pars. 7020-F3and 7020-O).;

b. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (App A) to the place of interment anywhere in the world (pars. 7020-F3 and 7020-P).;

c. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. 7020-R).; and

d. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. 7020-B5a, 7020-B5b, 7020-B5c. Also see par. 7020-S.

C. Legal Authority. 10 USC §1599b; 22 USC §4081 and allowances must be similar to EVT allowances in 3 FAM 3740 of the State Department regulations.

D. Funding**.** EVT expenses are the responsibility of the employee's command.

E. Limit on Number of Travelers

*1. General. Ordinarily, the employee ***or*** one eligible family member (***not both***) is authorized travel at Gov't expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

2. Exceptions. Additional family members must travel due to:

a. A critical injury to a dependent child attending school away from the PDS,

b. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area,

c. A nursing child needs to accompany the mother, or

d. Preschool children to accompany a single parent.

In such cases, the limitations in these regulations apply to each traveler.

F. Definitions

1. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

2. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

a. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self-support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

b. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51% dependent on the employee for support (App A - dependent/immediate family);

c. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/ spouse/domestic partner, when such sibling is at least 51% dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self-support; and

c. Spouse or domestic partner.

3. Immediate Family Member. For this Part "an immediate family member" means the following relative of the employee:

a. Spouse or domestic partner;

b. A child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;

c. A parent of the employee/spouse/domestic partner; and

d. A sibling (including stepbrother and/or stepsister) of the employee/ spouse/domestic partner for cases of death.

4. Incapacitation. "Incapacitation" is a physical/mental health condition that may impair an individual's ability to continue living independently.

5. Parent. A "parent" is the mother/father of the employee/spouse/domestic partner, including stepparent, adoptive parent, or an individual who has stood in place of a parent (App A - dependent/immediate family). ***In no circumstance may an individual be deemed to have more than two parents.***

6. AO. The "AO" is the official delegated the authority at the PDS to authorize/approve EVT.

7. Serious Illness/Injury. "Serious illness/injury" is a circumstance in which a medical official determines that death is imminent or likely to occur.

G. Transportation Expenses

1. Expenses Allowed. Allowable transportation expenses are paid directly to the provider or reimbursed to the eligible individual, for:

a. The transportation cost from the airport serving the employee's PDS ***(or applicable originating point)*** to the airport serving the destination authorized for EVT and return;

b. Airport taxes; and

c. Air transportation, and ground transportation between interim airports. **Example**: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

d. Air transportation costs include taxes or fees the Gov't would have paid if Gov't procured transportation was used.

2. Expenses Not Allowed

a. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.

b. Per diem, and excess baggage/UB charges are not payable or reimbursable.

3. Transportation Cost Limitations. See par. 7020-H.

H. Travel Limitations

1. Routing. Travel from the employee's PDS (place of temporary abode at which the employee/spouse/ domestic partner is located because of an official authorization) to the CONUS/non-foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

2. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov't's advantage to purchase a ticket in foreign currency at an intermediate point.

*3. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's/ domestic partner's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence (App A), unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

4. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.

5. Accommodations. Accommodations must be in coach ***(unless 'other than economy/coach' accommodations are authorized/approved for medical reasons by the appropriate official designated in par. 3510-A)*** or, when air service is not available, minimum first class ship, rail, or bus service.

6. Special Fares. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.

7. Authorized Transportation Mode. Air is the only authorized transportation mode (***except when ground transportation is required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).***

8. U.S. Certificated Air Carriers. U.S. certificated air carriers must be used except as in par. 3525.

I. Order**.** The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. 3525, use of commercial aircraft; par. 2400, arranging official travel).

J. Refund. An employee must repay Gov't paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. **Example**: Return to the CONUS or non-foreign OCONUS area and resignation.

K. Charge to Leave. See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

L. Leave Under the Family Medical Leave Act of 1993. Following are links to websites with information about leave under the Family Medical Leave Act Program.

1. Form WH-380 "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306)).

2. Federal Employee Entitlements under the Family and Medical Leave Act of 1993.

3. OPM Final Regulations on Family and Medical Leave.

4. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification.

M. Effect of EVT on RAT. Time spent in a CONUS/non-foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 7, Part A3 - RAT.

N. EVT Followed by FVT

1. Waiting Time. If an employee is eligible for FVT, there must be a minimum three month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.

2. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

O. EVT for Medical Reasons

1. Limit on Number of Trips. The employee/spouse/domestic partner is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. 7020-B5b.

2. Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. 7020-F7. The necessary information includes:

a. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse/domestic partner;

b. The telephone number of the attending physician or hospital; and

c. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

3. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

4. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. 7020-F7, the AO may authorize/approve the EVT request. The AO must not authorize/ approve any request that does not meet the requirements in par. 7020-F7. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

5. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

6. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse/domestic partner has already identified two individuals as parents for EVT and (a) subsequent request(s) for EVT elects a third parental individual to visit.

7. Travel in Advance of Authority Being Provided

a. Employee/Spouse/Domestic Partner Elects to Travel before Authority Is Provided. The employee/spouse/ domestic partner may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:

(1) Personal expense of the employee subject to reimbursement in the event of subsequent approval; or

(2) Gov't expense subject to collection as an overpayment if it is determined that the circumstances for which EVT was authorized/approved do not meet EVT authority standards.

b Repayment Acknowledgement. An employee traveling in advance of authority for transportation at Gov't expense must execute the following repayment acknowledgement prior to commencing travel:

REPAYMENT ACKNOWLEDGEMENT

"I, _____ certify that I have read and understand the Emergency Visitation Travel (EVT) regulations in Joint Travel Regulations (JTR), Chapter 7, Part A, and that all expenditures made by my Command ICW my EVT (or EVT for my eligible spouse/domestic partner) _____ become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Ch 7, Part A. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy."

_____	_____	_____
Signature	**Date**	**Typed Name**

After execution of the Repayment Acknowledgement, the AO may authorize transportation.

c. After Return to the PDS. In each case in which EVT is taken in advance of EVT transportation authority, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO determines whether or not the family member's medical status at the commencement of EVT met the requirements of par. 7020-F7. If the AO determines that the family member's status did not satisfy the requirements, all EVT expenses become the employee's financial responsibility.

P. EVT in the Event of an Immediate Family Member's Death

1. Limitation. Only one round trip may be taken by either the employee or the spouse/domestic partner in the death of any immediate family member.

2. Beginning Travel. Travel must begin as soon as practicable upon notice that the immediate family member has died.

3. Death of Employee/Eligible Family Member. In the death of an employee/eligible family member stationed in a foreign area ***(whether death occurs at the PDS or elsewhere in a foreign area)***, one round trip to the place of interment is allowable for each eligible family member resident at the PDS (par. 7020-B5b).

4. Travel Statement. The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse or domestic partner) of the deceased.

Q. EVT for Personal Expense Travel to Visit Sibling who Subsequently Dies

1. General. When the employee, or employee's spouse or domestic partner, travels at personal expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from the OCONUS PDS to make that visit, then the eligible traveler may elect, either (but not both) of the following:

a. Reimbursement for the round trip visitation travel already taken at personal expense, or

b. Subsequent EVT round trip travel for the interment of that sibling.

2. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. 7020-Q1a is limited to par. 7015-G1 requirements, and must conform to par. 7015-H. Par. 7015-G2 lists unauthorized EVT expenses.

R. Incapacitated Parent

1. Travel Purpose. Travel must be to:

a. Arrange medical care,

b. Arrange home care services, or

c. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

2. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

a. Eyesight of a parent (see par. 7365-B2) (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;

b. A parent/stepparent/adoptive parent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;

c. A parent/stepparent/adoptive parent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility; and/or

d. Similar circumstances.

3. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two roundtrips for an employee's spouse or domestic partner over the lifetime of the employee's spouse or domestic partner. ***The employee/spouse/domestic partner may choose to use both EVT trips in this category ICW the needs of one parent.***

Example: Employee takes EVT in 2006 and again in 2010 to care for the employee's mother. In 2012 the employee's father needs to be placed in an assisted living facility. Because the employee already used the two lifetime round trips to care for the employee's mother, the employee may not be authorized EVT to care for the employee's father.

4. EVT Traveler. The employee may designate the spouse or domestic partner to travel in the employee's place or the employee may travel in the spouse's/domestic partner's place.

5. Authorization Procedure

a. The employee:

(1) Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-R (Incapacitated Parent).

(2) Should provide as much detail as available at the time of the request for travel at Gov't expense that demonstrates that the request is consistent with the requirements in par. 7020-B5c.

(3) May supplement the statement with additional detail as more information becomes available. A sample certification follows below.

b. At a minimum the certification must include:

(1) The number of EVT trips already taken by employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-P.

(2) The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;

(3) A detailed description of the circumstances for which the EVT allowance is being claimed; and

(4) If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship that supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse or domestic partner.

SAMPLE CERTIFICATION

I, _____ certify that it is necessary for me (**or for my spouse/ domestic partner)** to travel to the location of my (**or eligible spouse's or domestic partner's**) parent,_____ who resides at:_____ to assist in getting appropriate care or making new living arrangements due to recently discovered incapacity. I have the following indications that my (**or eligible spouse's or domestic partner's**) parent may not be able to continue living independently:

_____

I hereby declare that, if approved, this will be my ☐Employee ☐Spouse☐Domestic Partner☐first/☐second eldercare trip at Government expense during my lifetime IAW Joint Travel Regulations, par. 7020-R3.

_____	_____	_____
Signature	**Date**	**Typed Name**

6. Request Submission. The request must be submitted to the AO. The AO must notify the requester of the action taken on the Gov't funded travel request.

7. Travel without Prior Authority

a. Gov't funded transportation is permitted without prior authority. If Gov't funded transportation is permitted, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the parent's health status and travel purpose described above. The employee is financially liable for any expenditure not approved.

b. In the event the employee or the employee's spouse or domestic partner elects to travel in advance of authority being provided, the following statement must be included in the employee certification:

"I have read and understand JTR, par. 7020-Q, that all expenditures made by the Government ICW my EVT ***(or EVT of my eligible spouse or domestic partner) (Name)*** become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in JTR, Ch 7, Part A3. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

S. Unusual Personal Hardship

1. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DoD Component concerned may authorize/approve EVT in exceptional circumstances on a case by case basis in situations involving unusual personal hardship other than those provided for in pars. 7020-Q (Medical Reasons); 7020-P (Immediate Family Member's Death); and 7020-R (Incapacitated Parent). Requests for authorization/ approval of Gov't funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

2. Travel without Prior Authority. Gov't funded transportation is permitted without prior authority. If Gov't funded transportation occurs, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request. The par. 7020-Q procedure, regarding travel in advance of authority being provided, also applies ICW EVT travel under par. 7020-S for Unusual Personal Hardship. The employee is financially liable for any expenditure not approved.

T. EVT Table

EMERGENCY VISITATION TRAVEL					
Travel Authorized	**Who May Travel**	**Visitation Objective**	**Authorization**	**Action Required by Employee**	**Limitation of EVT Visit**
Medical (Serious Illness or injury) See pars. 7020-B5a& 7020-O	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part A3	Provide required medical contact information. Submission of repayment acknowledgement if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
Immediate Family Member Death See pars. 7020-B5b & 7020-P	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part A3	Identify deceased family member not more than 30 calendar days after travel completion. ☐Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
Employee/Family Member Death Employee/family member dies outside CONUS/non-foreign OCONUS area. See pars. 7020-B5b & 7020-P.	Employee; and Eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/ approve number of travelers	Request AO approval Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
Incapacitated Parent See pars. 7020-B5c & 7020-R	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part A3	Submission of self-certification acceptable to the AO[1]. Submission of repayment acknowledgement if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
Unusual Personal Hardship See pars. 7020-B5d & 7020-S.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD Component concerned.	Submission of any available documentation related to request. Submission of repayment acknowledgement.	Decided on a case by case basis.

Footnote:

1 Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. 7020-B5c & 7020-R (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

7025 EMPLOYEE EMERGENCY TRAVEL AND TRANSPORTATION DUE TO ILLNESS, INJURY, OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR Part 301-30)

A. General

1. Eligibility (FTR §301-30.1). Travel and transportation expenses may be authorized/approved when an employee discontinues/interrupts a TDY travel assignment before completion because of:

a. An incapacitating illness/injury not due to the employee's misconduct, or

b. The death or serious illness of a family member, or

c. A catastrophic occurrence/impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.

2. Medical Travel. See par. 7110 for medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS.

3. Emergency Leave from the PDS. *Gov't funded emergency leave transportation from the PDS under this Part is not authorized.*

B. DoD Component Responsibility/Authority Delegation

1. Authorization/Approval. A DoD Component may authorize/approve reimbursement for transportation and per diem expenses, under this Part, based on the employee's personal situation and the DoD Component's mission.

2. Delegation of Authority. Delegation of authority must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C. Employee Responsibility and Documentation (FTR §301-30.3)

1. General. The employee should immediately contact the AO for instructions when:

a. Incapacitated by illness/injury, or

b. Informed of an emergency situation

that necessitates discontinuance/interruption of the TDY assignment.

2. Reimbursement. Payments may be approved after travel has been performed.

D. Definitions. As used in this Part, the following definitions apply:

1. PDS. In addition to the App A definition, "PDS" also refers to the home/regular business place as it pertains to experts and consultants described in5 USC §5703.

2. Alternate Location

a. An "alternate location" is a destination, other than the employee's PDS or the point of interruption, where necessary medical services or a personal emergency situation exists.

b. In the case of an employee's illness/injury, the nearest hospital/medical facility capable of treating the illness/injury is ***not*** an alternate location.

3. Employee's Incapacitating Illness/Injury

a. An "incapacitating illness/injury" is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing the travel assignment (temporarily or permanently).

b. A sudden illness/injury may include a recurrence of a previous medical condition thought to have been cured or under control.

c. The illness/injury may occur while the employee is at, or en route to/from, a TDY location.

4. Family (FTR §301-30.2)

a. "Family" means those dependents, defined in App A, who are members of the employee's household at the time the emergency situation arises.

b. For compassionate reasons, and when warranted by the circumstances of an emergency situation, the DoD Component may include other members of an employee's extended family and the family of the employee's spouse/domestic partner. Individuals named in App A, who are not dependents/members of the employee's immediate household, fall within this group.

c. The DoD Component must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

5. Personal Emergency Situation. "Personal emergency situation" means:

a. The death or serious illness/injury of an employee's family member, or

b. A catastrophic occurrence/impending disaster such as a fire, flood, or act of God that directly affects the employee's family/home at the PDS, and occurs while the employee is at, or en route to/from, a TDY location.

6. Serious Illness/Injury of Family Member. "Serious illness/injury of a family member" means:

a. A grave, critical, or potentially life threatening illness/injury,

b. A sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available, or

c. Situations involving less serious illness/injury of a family member in which the employee's absence would result in great personal hardship for the immediate family.

7. Fire, Flood, or Act of God

a. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes.

b. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

E. Employee's Incapacitating Illness/Injury

1. General (FTR §301-30.4). When an employee interrupts/discontinues a travel assignment because of an incapacitating illness/injury (par. 7020-D3), transportation expenses and per diem may be allowed to the extent provided below.

2. Per Diem Continuation at the Interruption Point

a. Interruption Point. The interruption point may include the nearest hospital/medical facility capable of treating the employee's illness/injury.

b. Per Diem. Per Diem:

(1) Is authorized for an employee who interrupts the TDY assignment ***because of an incapacitating illness/injury***, and takes any type of leave.

(2) Must not exceed the maximum per diem rate for the location at which the interruption occurs.

(3) May be continued for a reasonable period, ordinarily NTE 14 calendar days for any one absence. The DoD Component may authorize/approve a longer period if justified by the circumstances of a particular case.

(4) ***Is not allowed while an employee is confined to a hospital/medical facility that is***:

(a) Within proximity of the PDS, or

(b) The one to which the employee would have been admitted if the illness/injury had occurred while at the PDS(FTR §301-30.5).

c. Payments from Other Federal Sources (FTR §301-30.5). Per diem must not be paid or, if paid, must be reimbursed to the Gov't if the employee receives hospitalization/is reimbursed for hospital expenses under any Federal statute (including hospitalization in a VA/military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program) while in a travel status in par. 7020-E2.

d. Documentation and Evidence of Illness

(1) The type of leave and its duration must be stated on the travel voucher.

(2) No additional evidence of the illness/injury is submitted with the travel voucher.

(3) Evidence filed with the DoD Component is sufficient. This evidence must be IAW OPM annual and sick leave regulations.

3. Return to PDS/Home

a. General

(1) En route transportation and per diem expenses must be allowed for return travel to the PDS when an employee discontinues a TDY assignment because of an incapacitating illness/injury.

(2) Return travel may be from the interruption point or other point where the per diem allowance was continued (par. 7020-E2).

(3) If, when the employee's health has been restored, the DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location, such return is a new travel assignment at Gov't expense.

b. Employee's Attendant/Escort

(1) Transportation expenses, but not per diem, are allowed for an attendant/escort for a TDY employee who becomes ill/injured.

(2) An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant.

(3) Round trip transportation between the PDS and the TDY station or one way transportation between those points is authorized for the attendant/escort (B-169917, 13 July1970).

4. Travel to an Alternate Location and Return to the TDY Assignment

a. Conditions and Allowable Expenses

(1) Reimbursement for certain excess travel costs may be allowed (par. 7020-E4b) when an employee interrupts a TDY assignment because of an incapacitating illness/injury and takes leave:

(a) For travel to an alternate location to obtain medical services, and

(b) To return to the TDY assignment,

(2) This interruption must be authorized with the approval of an appropriate DoD Component official,

(3) The nearest hospital/medical facility capable of treating the employee's illness/injury is not an alternate location (par. 7020-D2).

b. Excess Cost Calculation

(1) Reimbursement authorized/approved under par. 7020-E4a is the excess actual travel costs:

(a) From the interruption point,

(b) To the alternate location, and

(c) Return to the TDY assignment,

that exceed the constructed cost of round trip travel between the PDS and the alternate location.

(2) The actual travel cost is/are the transportation expense(s) incurred and en route per diem for the travel as actually performed from the:

(a) Interruption point to the alternate location, and

(b) Alternate location to the TDY assignment.

(3) ***No per diem is allowed for the time spent at the alternate location.***

(4) The constructed travel cost is:

(a) The sum of transportation expenses the employee would have incurred for round trip travel between the PDS and the alternate location (had the travel begun at the PDS), ***PLUS***

(b) TDY per diem for the appropriate en route travel time.

The excess cost that may be reimbursed is the difference between the two calculations.

F. Personal Emergency Situation

1. Return to PDS/Home

a. Transportation expenses and en route per diem may be authorized/approved when an employee discontinues a TDY assignment due to a personal emergency.

b. Authorization/approval for return travel from the interruption point to the PDS is required.

c. A new TDY travel order must be issued if the DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location after the personal emergency is resolved.

d. Contract city pair airfares may be used ICW par. 7020-F1.

2. Travel to an Alternate Destination and Return to the TDY Location

a. An employee may:

(1) Interrupt a TDY assignment due to a personal emergency,

(2) Take leave for travel to an alternate destination where the personal emergency exists, and

(3) Return to the TDY assignment.

b. Reimbursement may be authorized/approved for transportation and en route per diem as permitted in par. 7020-F3.

c. ***Contract city pair airfares may NOT be used ICW par. 7020-F2.***

3. Discount Airfare Use

a. Contract city pair airfares/reduced airfares available to a traveler on official business, should be used for emergency leave travel authorized in par. 7020-F1.

b. Contract city pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.

c. If a contract city pair airfare is not available, policy constructed airfare(see App A) (including a lower or equal airfare offered by a non-contract carrier limited to a Gov't traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.

d. The AO may authorize a less expensive airfare (with/without restrictions) available to the general public and the traveler may seek a lesser airfare (with/without restrictions).

4. Return to the PDS

a. ***When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO, if one is available. See par. 2400.***

b. An unused portion of Gov't funded transportation for the TDY assignment must be used if possible.

c. The DoD Component and the employee must ensure proper accountability for all unused tickets.

5. Travel to an Alternate Destination

a. Insufficient Personal Funds. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DoD Component may:

(1) Procure transportation, or

(2) Provide an advance of funds for the employee to procure transportation.

b. Reimbursement to the Gov't. The employee must reimburse the Gov't for any Gov't funded transportation cost/travel advance in excess of the authorized/approved reimbursement.

c. City Pair Airfares. City pair airfares may:

(1) Be used only when transportation is entirely Gov't funded, and

(2) ***May not be used for travel to an alternate destination***.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART B: MEDICAL TRAVEL

SECTION 4: EMPLOYEE AND DEPENDENT MEDICAL TRAVEL

CIVILIAN EMPLOYEES ONLY

***NOTE*: See Ch 7, Part A4 for Emergency Visitation Travel (EVT).**

7110 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

***NOTE*: This par. is not applicable to the dependents of an employee stationed in a non-foreign OCONUS area (e.g., AL, HI, Guam, Puerto Rico).**

A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see App A) are not able to accommodate an employee's/dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.

2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.

3. Required medical treatment that cannot be postponed until the employee's/dependent's next scheduled travel should be authorized as medical travel IAW subpar. C.

4. An eligible employee (assigned to a foreign OCONUS PDS) or a dependent (whose employee sponsor is assigned to a foreign OCONUS PDS), is authorized travel and transportation allowances for travel to and from another location incident to the employee/dependent obtaining required health care (whether or not the care itself is at Gov't expense) under the conditions and limitations in this Part.
5. See Ch 7, Part A4 for emergency travel and transportation for ***an employee*** due to incapacitating illness, injury, or a personal emergency situation while TDY.

B. Eligibility. An eligible individual is a dependent, an attendant/escort, and/or an accompanying family member who meets the following criteria.

1. Employee

a. An employee must be permanently assigned to a foreign OCONUS PDS.

b. An employee is eligible while performing foreign OCONUS PCS travel.

c. ***A locally hired employee, who does not have a service agreement, is not eligible for this travel.***

2. Dependent. The dependent:

a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.

b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualifies.

c. Infant born during the mothers' health care travel qualifies.

3. Attendant/Escort. See par. 7205.

4. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the dependent if the AO determines that

a. The family member is incapable of self-care at the PDS, and

b. No suitable care arrangements can be made at the PDS, and

c. The travel is in the Gov't's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by an employee/dependent, stationed at a foreign OCONUS PDS, at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician.

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:

a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and

b. Which, if delayed, could result in the condition becoming worse, and

c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.

c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.

d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical Care: Elective treatment, routine medical examinations, and routine immunizations.

2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and

2. Based on the advice of an appropriate professional certifying physician.

7115 MEDICAL TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Civilian Employee/Dependent. An employee/dependent performing medical travel in any capacity is governed by the JTR.

2. Uniformed Service Member. Travel and transportation allowances for a uniformed service member are governed by the JTR when serving as an attendant/escort as part of official duties.

3. Attendant/Escort. See par. 7205.

B. Travel Order. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree, in writing, to pay/reimburse the Gov't's excess travel and transportation costs incurred by the employee/dependent, attendants/escorts, and accompanying family member(s).

2. The Gov't's cost is based on transportation costs to and from the designated point.

3. See par. for a sample excess cost agreement.

*E. Other than Economy/Coach Accommodations. If other than economy-/coach-class accommodations are used, the requirements in par. 2110 must be met for full reimbursement.

7120 TRANSPORTATION

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in this Part.

2. AMC resources should be used when the AO:

a. Consults with an appropriate health care provider, and

b. Determines it suitable under the circumstances and reasonably available.

3. For AMC flight scheduling information see the USTRANSCOM Command Surgeon website.

4. After consultation with a professional certifying physician, the AO may authorize/approve necessary travel by private airline, ambulance service, or other specialized medical transportation provider.

B. Limitation. An eligible employee/dependent is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement IAW par. 7180-D.

2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at Gov't expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement IAW par. 7185-B1.

3. Dental Patients. An employee/dependent is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

7125 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a/an:

a. Employee/dependent, accompanying family member(s) and an attendant/escort, subject to the limitations in this par. and par. 7205, and

b. Uniformed member authorized as an attendant/escort, subject to the JTR and par. 7205.

2. See par. 4555-B3 for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. 7190-C, 7190-D, 7190-E, 7190-F, and 7190-G, the AO may authorize/approve per diem for up to, ***but in no case for more than***, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and

2. Necessary delays before treatment and while awaiting return transportation, and

3. Necessary outpatient treatment periods.

C. Elective Destinations. If an employee/dependent elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for an employee/dependent during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. 7190-B2 and 7190-B3 for dental patients may not be authorized/approved for more than:

a. 3 days for emergency dental care, and

b. 1 day for required dental care.

2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

F. Obstetric Care. An employee/dependent traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the employee/dependent elects health care travel to a location other than the designated point, the per diem rate is NTE the rate for the designated point.

7130 EXCESS ACCOMPANIED BAGGAGE

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons IAW par. 2302.

7135 SAMPLE EXCESS COST AGREEMENT

The following is a sample excess cost agreement required in par. 7180-D.

DoD Component Letterhead Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee's or /Dependent's Name:_____

has been determined to be: _____
(Designated Point)

I agree to pay/reimburse to the Gov't excess travel and transportation costs incurred by myself/my dependent, attendant(s)/escort(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.

_____ _____
Employee's Signature Date

7140 ATTENDANTS/ESCORTS

A. Definition. See App A1.

B. Determination. An employee/dependent, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee/dependent.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or

2. Escort, by the AO,

to accompany an employee/dependent physically incapable of traveling alone.

D. Travel Allowances

1. Uniformed Service Member as an Attendant/Escort. A uniformed service member traveling as an attendant/escort is authorized JTR TDY travel and transportation allowances.

2. Civilian Employee as an Attendant/Escort. A DoD civilian employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant/Escort. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee/dependent; and,

b. Authorized the same travel and transportation allowances as a civilian employee IAW par. 7125.

E. Attendant/Escort Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant/escort, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under par. 7170.

2. The compensation amount for a nonprofessional attendant/escort is NTE the prevailing rate in the locality for the type of services rendered.

3. A professional health care provider attendant/escort ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant/Escort Per Diem

1. In addition to per diem for travel periods, an attendant/escort is authorized up to 3 days per diem after arrival at the treatment site to:

a. Consult the treating health care providers, and

b. Arrange return travel.

2. In extraordinary cases, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant/ escort, who is the employee's/dependent's family member if the attendant/escort's presence is necessary for:

a. The employee's/adult dependent's treatment regimen, or

b. A minor dependent when required to resolve medical/legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

G. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the employee's/dependent's travel.

7145 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL

A. Eligibility. DSSR 262.4a (1) and (2) provide limited eligibility for Voluntary SMA when an eligible dependent is undergoing medical treatment away from the foreign OCONUS PDS. The employee can request Voluntary SMA on the eligible dependent's behalf for as short a period as 30 days (without the change of election provisions restriction of DSSR 264.2(2)) for only the following reasons: (1) when adequate medical facilities are not available in the OCONUS PDS area for pre and post natal care; or (2) when the eligible dependent is detained in CONUS or a non-foreign OCONUS area awaiting medical clearance.

B. Restrictions. SMA is not paid on behalf of a dependent when the dependent is hospitalized at Gov't expense, or for the same period for which per diem is paid.

C. Payment Authority. SMA payment regulations are in DSSR, section 260.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

*PART X: MISCELLANEOUS SPECIAL CIRCUMSTANCES

7615 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS (UNIFORMED MEMBERS ONLY)

A. Mobile Units

1. Allowances. TDY travel and transportation allowances without a specific travel order (47 Comp. Gen. 477 (1968)) are authorized while away from the PDS for a member on duty with/under training for:

a. The Air Mobility Command,

b. Marine Corps Transport Squadrons,

c. Fleet Logistics Support Squadrons,

d. Naval Aircraft Ferrying Squadrons, or

e. Any other unit determined by the Secretary Concerned to be performing duties similar to those performed by such command or squadrons.

2. Approval. A member's commanding officer/designated representative must approve per diem and transportation claims.

B. Duty Aboard Commercial Carriers. A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem/AEA. ***Mileage is not payable when carriers provide transportation.***

C. River, Harbor, and Flood Control Activities. If meals and/or lodgings are furnished on a floating plant/on shore, the Army Chief of Engineers may prescribe TDY allowances within the maximum per diem/AEA, for a member engaged in river, harbor, and flood control activities.

D. Ship Constructed, Overhauled or Inactivated at Other than Home Port

1. General. A member with dependents is authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

2. Transportation ICW Overhaul/Inactivation

a. If the overhaul/inactivation location:

(1) Is other than the home port, round trip transportation is authorized between that location and the home port.

(2) Becomes the home port round trip transportation is authorized between the new and old home port in lieu of PCS allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), the dependent(s) does not relocate to the new home port.

b. The dependent(s) must reside in the vicinity of the original home port (i.e., within the normal daily commuting area).

3. Transportation ICW Construction

a. If construction is at a location other than the ship's designated future home port or the dependents' residence, round trip transportation is authorized between the construction location and the future home port or the dependents' residence.

b. A dependent(s) must not reside at the construction location.

4. Authorized Transportation

a. Authorized transportation is:

(1) Transportation in kind,

(2) Member/dependent-procured transportation, or

(3) The automobile mileage rate for the official distance.

b. ***Gov't transportation must be used, if practicable***.

5. Reimbursement

a. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:

(1) Par. 3045 for overland travel, and

(2) Pars. 5018-C4 or 5082 for transoceanic travel.

b. Mixed Mode Travel. Mixed mode travel reimbursement is IAW par. 5016.

c. Policy Constructed Airfare. Reimbursement for member/dependent procured travel and transportation at the automobile mileage rate must not exceed the policy-constructed airfare (App A1) for the member between the:

(1) Overhaul/inactivation location and the original home port (par. 7615-B), or

(2) Construction location and future home port, or location where dependents reside (par. 7615-C).

d. Dependent Travel (par. 5134). If a dependent travels instead of the member, the family transportation cost is limited to the cost of Gov't procured commercial round trip travel for the member.

e. Two or More Members Traveling Together by POC. If two or more members travel together by POC, only the POC operator is authorized mileage.

f. Meals and Lodging. ***Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.***

6. Conditions

a. The transportation allowance authorization under this par. accrues on the 31st day (and every 60th day thereafter) after the later of the day the:

(1) Ship enters the overhaul or inactivation port, or

(2) Member is permanently assigned to the ship.

b. A member must be permanently assigned to the ship for more than 30 consecutive days.

c. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. 7615 must begin before the ship departs the construction, overhaul or inactivation location.

d. If a member elects dependent transportation, then member transportation is not authorized.

e. Each opportunity may alternate between member or dependent travel.

E. Aerial Surveys. Per diem/AEA is authorized for a member assigned to:

1. Aerial surveys of rivers and harbors, or

2. Gov't projects not pertaining to the Service.

7620 TRAVEL FOR DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS (UNIFORMED MEMBERS ONLY)

A. Disciplinary Action

1. Transportation

a. General. When a member is ordered to travel for disciplinary action:

(1) A GOV should be used, if available; or

(2) If a GOV is not available, the member must be directed to use Gov't procured transportation;

(3) If Gov't procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or

(4) If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate (see par. 2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required.

b. Limitations. The provisions in par. 3220-B allowing reimbursement up to the directed mode cost does not apply.

2. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. 2030.

3. Per Diem

a. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized as the traveler is not in a travel status performing official business.

b. See App A1 for the definition of “travel status”.

c. The Service is responsible for scheduling and arranging travel and transportation for disciplinary action travel at Gov’t expense.

B. Prisoners and Guards

1. Travel and Transportation of Prisoners and Their Guards

a. Documents. All travel and transportation documents, including tickets, should:

(1) Be in the name of the member in charge "for" the prisoner(s);

(2) Be signed, when proper, by the member in charge; and

(3) Not be surrendered to the individual prisoner(s) for any reason.

b. Transportation

(1) When a prisoner is moved on public transportation, the member in charge should obtain Gov’t procured transportation for all members and prisoners named in the order.

(2) Transportation in kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

d. Reimbursable Expenses. Reimbursable expenses (App G) incurred ICW pars. 7620-A2, 7620-B and 7620-C are payable.

e. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. Installation

(1) Authorized Reimbursement

(a) A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items.

(b) Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter.

(2) Reimbursement Limitations. Total reimbursement for meals and lodging must not exceed per di-em/actual expense allowances for a TDY member.

2. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in kind to the HOR, or place authorized for residence. ***Par. 3220-B, allowing reimbursement NTE the directed transportation mode cost, does not apply.***

3. Prisoners on "Commandant's Parole"

a. Travel upon Release. A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in kind and meal tickets to the HOR/other authorized destination.

b. Subsequent Travel. If practical and appropriate, a prisoner is furnished transportation in kind and meal tickets, from the HOR/other authorized destination to the location concerned, and for return travel, for official travel required for:

(1) A rehearing that is ordered following travel completion; or

(2) Hospitalization, physical examination, discharge, or other purposes incident to the parole.

c. Actual Transportation Costs and Occasional Meals. If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. 7620-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. 3045, and for occasional meals (par. 4230).

4. Absentees, Stragglers, and Deserters Moved between U.S. Installations. See Ch 7, Part X.

7625 RECRUITING EXPENSE REIMBURSEMENT (UNIFORMED MEMBERS ONLY)

NOTE: See par. 1220 for PDS work site and TDY parking reimbursement.

A. Allowances. An Armed Forces member permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;

2. Parking fees at itinerary stops;

3. Official telephone calls;

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;

5. Other small, necessary recruiting expenditures; and

6. Personally procured and consumed meals at non Gov't events when:

a. A meal is incidental to the event and the recruiter is required to participate because of assigned duty;

b. Attendance during meal time is necessary to full participation in the business of the function; and

c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential formal purpose.

Except in unusual cases, reimbursements should not exceed $75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in the JTR (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

B. Recruiting Expense Funds Advance. Service regulations may authorize funds advances.

7630 ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITION (UNIFORMED MEMBERS ONLY)

A. General. This Part applies to Armed Forces members who are authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition IAW:

1. 10 USC §717, 37 USC §420, ***and***

2. DoDI 1330.04 for DoD members (and Coast Guard when operating as a service of the Navy), ***or***

3. COMDTINST 1710.13 for Coast Guard members.

B. Policy

1. General. An Armed Forces member may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized under par. 7835.

2. Authorization/Approval. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) is authorized/ approved by the Secretary of State.

3. Participation. Participation in other international competitions is contingent upon a Secretary of State determination that U.S. interests are served by participating in each such event.

C. Allowances. An Armed Forces member, who is authorized to attend, train for, and/or participate in the competitions in par. 7630, is authorized TDY travel and transportation allowances.

7635 MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS (UNIFORMED MEMBERS ONLY)

A. General

1. Authorized Transportation. For travel under this Part, a member may be provided:

a. In-kind transportation by the least expensive common carrier transportation mode available, or

b. The Gov't's cost of that transportation.

2. Reimbursement Limitation. Par. 3220-B, allowing reimbursement up to the directed mode cost, does ***not*** apply.

B. No Confinement Involved. A member, who has not been confined, is authorized transportation allowances in par. 7635 from the place of separation to the HOR/PLEAD, as the member elects. See par. 7635 for transportation to an alternate location.

C. Upon Parole/Release from a U.S. Military Confinement Facility. A former member, discharged from a U.S. military confinement facility, is authorized, upon parole/final release, transportation allowances in par. 7635 (but no per diem), from the place of confinement to the:

1. HOR/PLEAD, as the member elects; or

2. Place authorized by the Service concerned for residence as a parolee.

See par. 7635 for transportation to an alternate location.

D. Upon Parole/Release from an OCONUS Confinement Facility. A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances in par. 7635 (but no per diem), from the:

1. Place of release from confinement, or

2. U.S. military facility nearest the place of confinement,

to the POD in the country (including a U.S. territory/possession) of the member's HOR/PLEAD, as the member elects.

E. Transportation Allowances to a Place Other than the HOR/PLEAD. Transportation allowances in par. 7635 may be authorized from the place of separation, or point of parole/release from confinement facilities, to a place other than the member's HOR/PLEAD, when:

1. Authorized/approved by the commanding officer or other competent authority; and

2. The Gov't transportation cost does not exceed the transportation cost to the member's HOR/PLEAD, as the member elects.

F. Upon Parole/Release from CONUS Civil Confinement. A former member, discharged while in CONUS confinement by civil authorities (Federal, State, county, or local), is not authorized transportation.

G. Convicted Personnel Awaiting Completion of Appellate Review

1. Involuntary Leave

a. A member, placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge/dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR/PLEAD, as the member elects.

b. The least expensive transportation mode available must be provided or the member may be paid an amount NTE the Gov't's cost of that least expensive transportation.

c. See par. 7635 for transportation to an alternate location.

2. TDY Travel. The member is authorized TDY travel and transportation allowances (including per diem) if:

a. A rehearing is ordered following completion of travel, or

b. Official travel is ordered for hospitalization, physical examination, discharge, or other purposes of an official nature,

3. Member Restored to Duty. If the member is restored to duty, the member is authorized PCS allowances in Ch 5, Part A (including per diem), from the place to which transportation was authorized when placed on appellate leave, to the PDS.

4. Final Separation Travel. When the member travels at Gov't expense to the HOR/PLEAD, or to some other place on a NTE basis, this travel is the final separation travel unless the member is restored to duty. See 63 Comp. Gen. 135 (1983).

7640 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION (UNIFORMED MEMBERS ONLY)

A. Authorized Allowances. A member assigned TDY as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances.

B. Maximum Per Diem. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the locality per diem allowance.

C. UN Mission Per Diem Reduction Not Authorized. This par. does ***not*** authorize a reduction in the UN mission per diem allowance.

D. Member Assigned PCS. For a member assigned PCS as an observer to any UN Peacekeeping Organizations, see pars. 9230 and 10034.

7645 VOIDED ENLISTMENT (UNIFORMED MEMBERS ONLY)

A. General. A member, released or discharged from active duty due to a voided enlistment, is authorized to travel from the place of release/discharge to the HOR/PLEAD, as the member elects.

B. Implementing Regulations**.** Each Service may issue regulations requiring a member, whose enlistment is voided, to use Gov't or Gov't-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Ch 5, Part A are authorized as for a PCS.

7650 SERVICE ACADEMY CADET/MIDSHIPMAN TRAVEL (UNIFORMED MEMBERS ONLY)

A. Travel to and from a Service Academy

1. Upon Entrance to the Academy

a. Person Other than an Enlisted Member

(1) A person (other than an enlisted member) entering an academy is authorized PCS allowances for officers (Ch 5).

(2) PCS allowances are authorized for travel performed, NTE allowances for the official distance between the:

(a) Abode,

(b) Home, or

(c) School,

that the person certifies was the place from which travel began, and the academy involved.

b. Enlisted Member. An enlisted member is authorized PCS allowances for an enlisted member (Ch 5).

2. Upon Graduation and Commission

a. Graduate Officer Leaves the Academy

(1) A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5), including dependents (par. 5110-B), and HHG (par. 5282-G).

(2) PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.

(3) Per diem while TDY en route:

(a) Is the same as for a member's TDY, and

(b) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

b. Graduate Officer Remains at the Academy

(1) Upon graduation and commissioning and before beginning PCS travel, the academy is the PDS for per diem purposes, if an officer:

(a) Remains at the academy, or

(b) Returns to the academy after graduation leave.

(2) An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.

3. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5) for travel from the academy to the abode, home, or proper PDS.

4. Rejected Applicants

a. A prospective cadet/midshipman (other than enlisted), who travels to an academy, at the Gov't's invitation, to accept an appointment, and is rejected for admission; is authorized PCS allowances for officers (Ch 5).

b. PCS allowances are authorized for round trip travel performed, NTE allowances for the official distance between the:

(1) Abode,

(2) Home, or

(3) School

that the person certifies was the place from which travel began, and the academy involved (53 Comp. Gen. 236 (1973)).

B. TDY Travel

1. Gov't Qtrs and Gov't Dining Facility/Mess Available. A cadet/midshipman is authorized the same TDY allowances as an officer, except that no per diem is payable at the academy when both Gov't qtrs and a Gov't dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day.

2. Gov't Meal Rate for Cadet/Midshipman. The meal rate for a cadet/midshipman is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate. See App A1 definition of "government meal rate".

C. Travel Incident to Nomination and Admission to a Service Academy

1. Active Duty Uniformed Service Member

a. An active duty member ordered TDY to take preliminary, entrance, or final examinations for admission to an academy, is authorized TDY allowances.

b. ***Travel and transportation allowances to compete for Congressional nominations is not authorized under the JTR.***

2. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable ICW travel performed for examinations preparatory for admission to an academy, to a:

a. Civilian, or

b. RC member not on active duty.

D. Aviation Cadet. An aviation cadet, on active duty traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

7655 ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS (UNIFORMED MEMBERS ONLY)

A. General

1. Application. Par. 7655-A applies to an absentee, straggler, deserter, or member without funds ***(with or without a prior order)*** who:

a. Surrenders at, or is apprehended and delivered to, a U.S. Installation other than the member's PDS; and

b. Is without funds to purchase transportation.

2. Transportation and Meal Tickets. Necessary transportation and meal tickets (or the cash equivalent of meal tickets (par. 2030)) may be furnished for travel to the new PDS/another place directed by competent authority.

3. Reimbursement. Reimbursement, up to the directed mode cost, (par. 3220-B) is not authorized.

B. Member Has a Prior Order

1. Transportation, and Meal Tickets. Transportation and meal tickets (or the cash equivalent of meal tickets) are furnished ICW the prior order.

2. Travel between Old and New PDS. Travel reimbursement between the old and new PDS is IAW Ch 5.

7660 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS (UNIFORMED MEMBERS ONLY)

A. General

1. Application. This Part applies to applicants and rejected applicants for:

   a. The Uniformed Services,

   b. The RCs, and

   c. Flight training.

2. Applicant for Flight Training. The term "applicant for flight training" includes:

   a. Civilian applicants for appointment as aviation cadets;

   b. An RC member not on active duty; and

   c. An SROTC member.

B. Transportation Authority

1. Gov't Funded Transportation. Transportation at Gov't expense is authorized for an applicant of:

   a. A Uniformed Service,

   b. An RC, or

   c. Flight training.

2. Beginning and Ending Travel

   a. Beginning Travel. Transportation at Gov't expense is authorized from:

      (1) The place at which application is made, or

      (2) Home.

   b. Ending Travel. Transportation at Gov't expense is authorized to:

      (1) The place of physical examination,

      (2) The place of qualifying examination, and/or

      (3) Other processing and acceptance into the Service.

3. Return Transportation at Gov't Expense. An applicant who is:

   a. Rejected, or

   b. Accepted and ordered to return home to await further orders or a reporting date,

is authorized return transportation at Gov't expense to home/place of application.

4. PCS Allowances and Reimbursable Expenses. Unless a Service publishes regulations IAW par. 7800-C or 7800-D, PCS allowances (Ch 5, Part A), and reimbursable expenses (App G) are authorized.

C. Gov't Procured Transportation and Meal Tickets

1. Service Requirement. Each Service may publish regulations that require use of Gov't procured transportation and meal tickets (par. 2030).

2. Reimbursable Expenses. App G for reimbursable expenses.

3. Gov't Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using Gov't procured transportation and meal tickets:

a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (par. 4710-C), and/or

b. Reimbursement is provided for occasional meals and qtrs (par. 4530) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the member is reimbursed under par. 3045-B or 5020-B, as applicable.

D. TDY Allowances

1. Each Service may publish regulations that authorize travel and transportation allowances (including per diem/AEA) ICW applicant processing.

2. The appropriate rates, provisions, and deductions for a member performing TDY are applicable.

3. DoD Service regulations must conform to JTR and be reviewed by PDTATAC IAW DoDD 5154.29. Non-DoD Services are encouraged to have their regulations reviewed by PDTATAC.

7665 RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY) (UNIFORMED MEMBERS ONLY)

A. Authorization. A retired member called/ordered to active duty (with or without pay) is authorized RC member travel and transportation allowances in par. 7355.

B. Members Covered. This Part includes a member:

1. On TDRL, and

2. In the Fleet Reserve/Fleet Marine Corps Reserve receiving retainer pay.

C. Members not Covered. This Part does not include a member traveling ICW a periodic physical examination covered by par. 7080.

7800 PRE-EMPLOYMENT INTERVIEW TRAVEL (CIVILIAN EMPLOYEES ONLY)

A. Application

1. This Part applies to an interviewee.

2. As used in this Part, an "interviewee" is an individual being considered for employment by a DoD Component.

B. Policy

1. Unless otherwise stated, the allowances established in this Part are the same as those available to a DoD employee traveling on official Gov't business.

2. A DoD Component is not required to offer all allowances to the interviewee (par. 7800-B).

C. Payment Authority. A DoD Component may pay allowable pre -employment interview travel expenses (par. 7800) for eligible individuals (par. 7800-B).

D. Eligibility

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses.

2. See 5 CFR Part 572 for OPM qualification criteria guidelines.

E. DoD Component Responsibilities

1. General. A DoD Component must adhere to general travel order policies and practices in this Volume.

2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip by trip basis. ***A limited or unlimited open authorization must not be used for pre-employment interview travel.***

3. DoD Component Responsibility to Inform an Interviewee of DoD Travel Policies. A DoD Component:

a. Must communicate DoD travel rules and procedures to the interviewee,

b. Should ensure the interviewee understands how travel reimbursements are calculated, and

c. Should provide assistance to the interviewee with travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses

a. A DoD Component must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. 5558-E

b. Example: A DoD Component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

F. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use

a. Transportation tickets should be provided by the interviewing DoD Component.

b. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a CTO/TMC under contract to the Gov't.

3. Contract Carriers Use. An interviewee is a mandatory user of the Gov't's city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:

a. Is accountable for all transportation tickets and Gov't procured transportation documents issued for use in performing pre-employment interview travel.

b. Must be provided written instructions at the time a travel order is issued explaining the DoD Component's administrative procedures for controlling and accounting for passenger transportation documents.

c. Is financially responsible for the value of the tickets issued if the interview trip is canceled/rescheduled after tickets/Gov't procured transportation documents are issued.

d. Is responsible for tickets until they have been used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel order, or issued as a "Notice to Traveler" and attached to the ticket/transportation document when issued to the interviewee.

e. And the interviewing DoD Component are bound by the same rules that apply to a DoD traveler/ Component (par. 3005).

5. Ticket Exchanges

a. If the interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application.

b. The carrier is required to make refund directly to the appropriate DoD Component billing office.

c. a DoD Component must provide the interviewee with a "bill charge to" address by attaching a copy of the transportation document (or some other document containing this information) to the ticket/travel order (41 CFR §101-41.210-1).

G. Reimbursement

1. Expense Limitation. A DoD Component may pay to/on behalf of an interviewee the same travel expenses authorized for a DoD employee traveling on official business, ***except for the expenses listed in par. 7800-B.***

2. Expense Amount. A DoD Component:

a. May pay all or part of pre-employment travel expenses.

b. Electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee.

3. Expenses Not Allowed. A DoD component must not pay expenses for:

a. Communication services use for purposes other than communication directly related to travel arrangements for the Gov't interview; and

b. Hire of a room (App G).

H. Travel Expenses

1. Transportation Expenses. Interviewee transportation by common carrier, other than local public transit systems, must be paid for with a Gov't procured transportation document or a CBA. Common carrier transportation includes air, bus, rail, and other public transit systems.

2. Other Authorized Expenses. The DoD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

I. Sources Not Allowed

1. GTCC

a. A GTCC, issued to an individual employee, ***may not*** be used for pre-employment interview travel.

b. A CBA may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. ***The interviewee must not be issued a travel advance.***

3. Travelers Checks. ***Gov't contractor issued travelers' checks may not be used for pre-employment interview travel.***

J. Fraudulent Claim. The DoDFMR addresses:

1. Requirements regarding payments when expense(s) are suspected of being fraudulent,

2. AEA denial for an entire day on which a suspected expense is claimed, and

3. Requirements for the traveler to reimburse the Gov't if payment is made before discovery of a suspected falsified expense (57 Comp. Gen. 664 (1978) and 61 Comp. Gen. 399 (1982)).

K. Receipt and Record Maintenance. The interviewee should:

1. Keep a record of expenditures chargeable to the Gov't.

2. Retain all receipts until reimbursement claims are settled, even though receipt requirements vary with the reimbursement method. The DoD Component should inform the interviewee of this requirement.

L. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. The interviewee is responsible for preparing and submitting a travel voucher. The DoD Component should assist in the process.

2. Administrative Procedures. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the DoDFMR, Vol. 9.

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7805 IPA MOBILITY PROGRAM (CIVILIAN EMPLOYEES ONLY)

A. Temporary Assignment of an Employee between the Federal Gov't and a State or Local Government or Institution of Higher Education Authorized by the Intergovernmental Personnel Act (IPA) Mobility Program. A participant is treated as an "employee" and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. ***Assignments solely for training are not to be made using this authority.***

B. Authority. Title 5 USC §§ 3371 - 3375 provide authority for the temporary assignment of an employee between the Federal Gov't and:

1. State or local government,

2. Institutions of higher education,

3. Indian tribal governments,

4. Federally funded research and development centers, or,

5. Other eligible organizations.

C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following ***may be authorized***:

1. Round trip travel and transportation and per diem IAW Ch 4, Part B (is taxable for an indeterminate period or a period of more than one year) for the employee, or

2. Limited Relocation IAW Ch 5.

   a. The employee's travel and transportation expenses to and from the assignment location;

   b. The employee's dependents' travel and transportation expenses to and from the assignment location;

   c. Transportation and SIT expenses of the employee's HHG and personal effects;

   d. TQSE at the time the assignment commences and at the time the assignment is completed;

   e. An MEA; and

   f. The expenses of NTS of the employee's HHG and personal effects, when the employee is assigned to an isolated location IAW par. 5630-B.

D. Time Limitation. An assignment may be:

1. Up to 2 years in duration, and

2. Intermittent, part time, or full time, and

3. Extended for up to an additional 2 years, when beneficial to both organizations, and

4. Terminated at any time.

E. IPA Mobility Program Allowances. Travel, transportation and related allowances for an employee under the IPA Mobility Program, and dependent, must be IAW CFR, Part 5, Ch 334.

7810 THREATENED LAW ENFORCEMENT OFFICERS (CIVILIAN EMPLOYEES ONLY)

A. Authorization/Approval (FTR §301-31.1). The DoD Component may authorize/approve transportation and certain subsistence (***not per diem***) expenses to protect a law enforcement/investigative employee and immediate family, when their lives are placed in jeopardy as a result of the employee's assigned duties.

B. Transportation and Subsistence Expenses (FTR §301-31.5). The DoD Component may pay transportation and subsistence (***not per diem***) expenses when it is determined that a threat against the employee/immediate family member(s) justifies moving them to temporary accommodations at or away from the PDS.

C. Time Limits. The DoD Component must determine how long payments continue based on the specific nature and potential duration of the life threatening situation and the alternative costs of a PCS.

D. PCS Instead of Temporary Accommodations. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the employee, if a PCS is advantageous. Determining factors include the specific nature of the threat, the continued disruption of the family, and the PCS costs.

E. Orders. The DoD Component must establish specific administrative procedures for issuing travel orders and for payment of claims arising from the unique situations covered by this Part.

F. Eligibility (FTR §301-31.2, §301-31.3 and §301-31.4)

1. General. When authorized/approved by the DoD Component, a law enforcement/investigative employee (App A) and immediate family member(s) (App A) are eligible for subsistence and transportation expenses when the employee is in a life threatening situation because of the employee's assigned duties.

2. Extended Family. Based on the nature of the threat, the DoD Component may include other members of an employee's extended family, and the family of the employee's spouse/domestic partner.

G. Temporary Accommodations

1. Location Determination (FTR §301-31.6). The DoD Component determines if lodging is obtained within the PDS area or at an alternate location.

2. Different Locations for Employee and Family Member(s) (FTR §301-31.7). Temporary accommodations may be at different locations for the employee and immediate family members.

H. Delegation of Authority. The DoD Component head:

1. May delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses IAW this Part.

2. Must keep the delegation of authority to as high a level as practicable to ensure proper review of the circumstances to take protective action by moving an eligible individual from home.

I. Risk Evaluation

1. General. When a situation occurs that appears to be life threatening, the DoD Component:

a. Must take appropriate action necessary to protect the eligible individual(s), including removal from home.

b. Must immediately inform the DoJ Criminal Division of the threat, IAW DoJ regulations.

c. Must provide the DoJ with the name of each person involved and other pertinent details to determine the degree and seriousness of the threat.

d. Must be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action.

e. Must apprise the DoJ, at 30 day intervals, of the situation for reevaluation/recommendation, and determine if an extension is necessary.

2. Individual Case Assessment. The DoD Component is responsible for deciding each individual case. The decision is based on an assessment of the situation and the advice of the DoJ as to:

a. Whether or not protective action should be initiated or continued, and

b. The amount of subsistence and transportation expenses that should be authorized/approved.

J. Transportation (FTR §301-31.8)

1. General. The DoD Component may authorize/approve transportation expense payments to/from a location away from the employee's designated PDS when a situation requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's PDS.

2. Deviation for Security Reasons. Transportation to/from a location away from the employee's designated PDS must be IAW Ch 2 unless the DoD Component specifically authorizes/approves a deviation for security reasons.

K. Subsistence Payments

1. General. Subsistence payments may begin as soon as the DoD Component invokes the provisions of this Part.

2. DoJ Evaluation Period. If the threatened individual is directed to move into temporary accommodations during the DoJ's initial 7 day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual home.

3. Time Limitation (FTR §301-31.13). The DoD Component may authorize subsistence expense payments up to 60 days. Additional periods may be authorized if the DoD Component determines that an extension is justified.

4. Maximum Allowable (FTR §301-31.10)

a. The DoD Component may pay actual subsistence expenses NTE the maximum allowable amount for the period the employee/family member(s) occupy temporary accommodations.

b. The maximum allowable amount is the maximum daily amount multiplied by the ***authorized*** number of days the employee/family member(s) occupy temporary accommodations.

5. Maximum Daily Amount. The maximum daily amount is determined by adding the rates in the following table for the employee and each family member authorized temporary accommodations.

If the DoD Component Authorizes:	**The employee, or *unaccompanied* spouse/domestic partner, or other *unaccompanied* family member may receive:**	**An *accompanied* spouse/domestic partner, or a family member who is 12 or older may receive:**	**A family member under 12 may receive:**
Lodging only	The full locality lodging rate	.75 times the full locality lodging rate	.50 times the full locality lodging rate
Full per diem	The full locality per diem rate	.75 times the full locality per diem rate	.50 times the full locality per diem rate

6. Actual Expenses Payment (FTR §301-31.11). ***The DoD Component must not pay a per diem allowance instead of reimbursing actual expenses.***

7. Expenses Covered (FTR §301-31.9)

a. Limitations. Subsistence payments ordinarily are only for lodging costs.

b. Exceptions. Meals and laundry/cleaning expenses may be paid if the:

(1) Temporary accommodations do not have kitchen facilities,

(2) Temporary accommodations do not have laundry facilities, or

(3) DoD Component determines that other extenuating circumstances exist which necessitate payment of these expenses.

L. Itemization and Receipts (FTR §301-31.12 and §301-31.15)

1. Itemization. Actual expenses must be itemized to show the amounts spent daily for:

a. Lodging,

b. Meals, and

c. Other allowable subsistence expense items.

2. Receipts

a. See par.2710 and DoDFMR 7000.14-R, Volume 9 for receipt requirements.

b. Travelers should retain ALL receipts for tax or other purposes.

3. Exceptions. The DoD Component may waive all but essential documentation requirements if documentation compromises the security of any individual involved.

M. Funds Advance (FTR §301-31.14)

1. General. Funds may be advanced for travel and transportation expenses covered in this Part under DoD Component policies and procedures, and IAW Ch 2, Part E.

2. Limitations. Advances must not exceed estimated expenses for a 30 day period computed under par. 7810

3. Reimbursement to the Gov't. An employee must reimburse the Gov't for any portion of the advance disallowed or not spent.

7815 TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED (CIVILIAN EMPLOYEES ONLY)

A. Provisions

1. Rehabilitation Act of 1973, as amended,

2. 29 USC §701 et seq., and

3. 5 USC §3102 as amended,

B. Policy. The provisions in par. 7815-A accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. ***An employee with a special need and an employee with a disability are treated the same.***

C. Applicability (FTR §302-4.100 and FTR §301-13.1). This Part applies to the following individuals with a disability/ special need:

1. Employee, as defined in par. 7815, incident to TDY/PCS (B-198237, May 15, 1980, 59 Comp. Gen. 461 (1980)).

2. Employee as defined in par. 7815, on official travel within the PDS limits (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009).

3. Dependent traveling ICW a PCS, per the Agency's determination.

4. Tuition free DoDEA dependent student IAW par. 7165-B.

D. Limitations

1. Payment is authorized for additional travel expenses in par. 7815 that are incurred by an employee/ dependent with a disability/special need to provide reasonable accommodations in the performance of official travel.

2. An agency is not authorized to reimburse an employee/dependent with a disability/special need for lodging unless traveling on official business away from the PDS.

3. The agency may choose any accommodation that is effective. Under the Rehabilitation Act, the employing agency is ***not*** required to provide accommodations that the employee with a disability/special need requests/ prefers.

E. Definitions. The terms below are defined for this par.

1. Disability. A "disability" means:

a. A physical/mental impairment that substantially limits one or more major life activities;

b. A record of such an impairment; or

c. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is an impairment with an actual or expected duration of 6 or fewer months.

2. Physical/Mental Impairment. "Physical/mental impairment" means/includes:

a. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

b. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.

c. "Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

3. Major Life Activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

4. Substantially Limits. "Substantially limits" means that the employee is:

a. Unable to perform a major life activity that the average person can perform; or

b. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

5. Has a Record of Such an Impairment. "Has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

6. Is Regarded as Having Such an Impairment. The employee has:

a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;

b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

c. None of the impairments defined in par. 7815--C, but is treated by the employing agency as having a substantially limiting impairment.

7. Employee with a Special Need. An "employee with a special need" means having physical characteristics not necessarily defined under disability. Such physical characteristics could include the traveler's weight, height, or a similar characteristic.

F. Allowable Expenses. The following expenses are payable to an employee with a disability/special need when appropriate IAW Agency/ Service regulations:

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the employee. The attendant does not have to be a member of the employee's immediate family.;

2. Specialized transportation for the employee to, from, and/or at the TDY location;

3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/ special need;

4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities. See App G, Baggage Expenses and Handling Tips);

5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and

6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Agency's/Service's other than economy/coach class travel policy. See par. 2400-J and App P2, Sec C, FAQ #2 for medical justification of 'other than economy/coach class' accommodation use.

7. Service of an attendant, when necessary, to accommodate the employee's disability/special need. See App E1, par. A2l if the attendant traveler is not an employee or member.

G. Personal Assistants for Employees with a Disability/Special Need

1. General. 5 USC §3102, authorizes hiring (with or without pay) a/an:

a. Personal assistant,

b. Reader, and/or

c. Interpreter,

for an employee with a disability/special need traveling on official business, for all or a portion of the travel period involved.

2. Travel Expenses. Travel expenses and per diem allowances for personal assistants are the same as those for employees traveling incident to TDY. See the OPM Training Policy Handbook for further guidance.

H. Specially Equipped Automobile Transportation between CONUS PDSs

1. Provision. Specially equipped automobile transportation between CONUS PDSs is based on 64 Comp. Gen. 30 (1984)).

2. Transportation/Reimbursement. See par. 5616-C concerning transportation by the DoD component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/ special need between CONUS PDSs.

7820 TRAVEL OF A CONSULTANT OR EXPERT (CIVILIAN EMPLOYEES ONLY)

A. Authority. 5 USC §5703 and 50 USC, App. §2160 provide authority for travel expenses and allowances for a consultant or expert who is in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and expense reimbursement incident to TDY assignments for these individuals.

NOTE: App I3-D and App E1 and E2 for applicable order formats and par. 4050 for per diem.

B. Conditions. An individual serving without pay or at $1/year is authorized the allowances in pars.7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5. A consultant or expert employed intermittently and paid on a 'daily when actually employed' basis may be paid the allowances in pars. 7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5 when it is determined to be in the Gov't 's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;

2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;

3. Travel expenses for recurring round trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the Gov't's advantage;

4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;

5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under 50 USC, App. §2160).

If more than 130 days of full -time service are performed in any continuous 365-day period, the employment is not

intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment (B-123282, August 12, 1955, 35 Comp. Gen. 90 (1955) and B-128160, November 1, 1956, 36 Comp. Gen. 351 (1956)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

7825 MISSING PERSONS (CIVILIAN EMPLOYEES ONLY)

A. General

1. Authorized Transportation. Provided the requirements in par. 7285 are met, transportation at Gov't expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:

a. Dead,

b. Injured/missing for a period of 30 or more days,

c. Interned in a foreign country, or

d. Captured by a hostile force.

2. Transportation Requirements. Transportation, IAW par. 7285, is authorized provided the employee:

a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence,

b. Is not part time/intermittently employed,

c. Is not native labor hired on an hourly/per diem basis,

d. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

3. Dependent. For this Part, the term dependent includes a/an:

a. Lawful spouse,

b. Unmarried child under age 21 years,

c. Dependent stepchild,

d. Adopted child under 21,

e. Dependent that has been designated as such in official records, or

f. Individual determined to be a dependent by the DoD Component head/designated representative.

B. Conditions

1. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits (Ch 5, Part B).

2. POV Transportation. One POV may be transported if the vehicle is located OCONUS (Ch 5, Part B).

3. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.

4. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C. Responsibility. The DoD Component commander is responsible for:

1. Administrative determinations,

2. Obtaining authorizations/approvals required, and

3. Issuing travel orders.

7830 JUROR TRAVEL (CIVILIAN EMPLOYEES ONLY)

A TDY order must not be issued when an official/employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the Gov't judiciary branch. Regulations, of the separate DoD departments, regarding absence from duty and compensation or expense reimbursement apply.

7835 LABOR ORGANIZATION REPRESENTATIVE TRAVEL (CIVILIAN EMPLOYEES ONLY)

A. General. TDY travel and transportation allowances apply when an employee, serving as labor organization representative, performs travel to attend labor management meetings that are certified to be in the Gov't's primary interest. The term "Labor Organization Representative," as used in par. 7835, means a DoD civilian employee specifically designated by a labor organization to represent that organization in dealing with management.

B. Certification. Each order for an employee serving as a labor organization representative to attend labor management meetings must be supported by the certification cited in par. 7835-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the Gov't's interest;

2. Incident to participation in activities such as joint labor management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;

3. Not for the purpose of engaging in activities covered by 5 USC §7131(b), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

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. The 48 contiguous States and the District of Columbia.

CONTINENTAL 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. See 37 USC §101.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or

2. Results in the call or order to, or retention on, active duty of Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §12304a, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

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

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

CONUS LOCALITY PER DIEM RATES. For current per diem rates, see the Defense Travel Management Office website.

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

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

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

DEPENDENT (Uniformed 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 . . ., 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.

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. 7825-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,***
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> ***"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 . . . , intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,***
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> ***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.***
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> ***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. $10.45/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. $13.85/day.

*C. Effective Date(s). The discount and standard Gov't meal rates above are effective from 1 January 2015 to 31 December 2015.

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 E: INVITATIONAL TRAVEL

PART 1: INVITATION TO TRAVEL

CIVILIAN EMPLOYEES ONLY

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

a. Not be employed by the Gov't,

b. Be only Intermittently employed by the Gov't as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when actually employed basis under 5 USC §5703,

c. Be serving without pay or at $1 a year, or

d. Be a volunteer covered by 10 USC §1588. See par. A2r.

*Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;

c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business***. (55 Comp. Gen. 750 (1976);

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5***;

e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. 7260.***);

g. An individual is authorized pre-employment interview travel under par. 7800;

h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Gov't civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Gov't, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in Ch 7, Part D or an escort for a Uniformed Service member under (4) as noted in Ch 7, Part D.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977) & (59 Comp. Gen. 461 (1980));

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See par. 7025-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (par. 7025-E3b); or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under par. 7105, 5152-D, 7260, 6020, or 6090. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 37 USC §452(f) which may be paid per the Service's policy.

(4) A Uniformed Service member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under par. 7080, 7085, 7205, or 7315. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 37 USC §452(f) which may be paid per the Service's policy.

m. Spouses' Invitational Travel is for a family member. All applicable conditions in items (1) through (6) below must be met before allowances are authorized/approved.

(1) The AO determines that a spouse may travel with the sponsor, at Gov't expense, when the spouse's presence would further the interest of the DoD, the Military Service or the command when the spouse travels to:

(a) Attend a function in which the DoD Sponsor is participating in their official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part, or

(b) Attend a function (with or without the DoD Sponsor) attended by spouse of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the Sponsor is meeting in their official capacity, or

(c) Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/ flag officers serving as OCONUS or combatant commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DoDD 4500.56, DoD Policy on the Use of Gov't Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.;***

(d) Secretary of a Military Department, or designees, for requests from a staff member; and

(e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

(6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AOs should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel is being abused. For example, good judgment would counsel against travel if:

(a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or

(b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Gov't funded transportation only (i.e., no per diem or actual expense allowances) for the spouse, must include the following statement: ***"This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."*** Approval authorities must maintain records of all approved requests for spouse travel that, at a minimum detail 1) the spouse's name, 2) dates and purpose of travel, and 3) any other information that supports justification of the approval;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at Gov't expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the Gov't, consistent with 10 USC §1588; (5 USC §§5701(2), 5703; App A; 55 Comp. Gen. 750 (1976));

q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (***not of a civilian employee***) per par. 7315;

r. An auxiliary chaplain who is intermittently employed by the Gov't to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. 1240;***

s. An attendant (par. 7100 for a patient authorized travel for specialty care over 100 miles IAW par. 7095;

t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program (DoDI 1342.28) event IAW par. 7350;

u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) (DoDI 1300.18, par E2.46) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased DoD civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in 37 USC 411f(c) and listed in par. 7260-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;

v. A former DoD civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoDI 6055.05 Occupational and Environmental Health (OEH). A Service may authorize/ approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or

w. Required for a non medical attendant for a very seriously and seriously wounded, ill or injured member IAW par. 7205 and par. 7140-D3.

x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. 4130 and 4300 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;

2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;

3. A Federal Gov't employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:

a. A retired Federal Gov't employee or Uniformed Services member (may include retired military personnel from foreign countries), or

b. Authorized pre-employment interview travel under par. 7800 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or

c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient;

4. Contractors (App E3); or

5. ***Foreign military personnel***.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in Ch 3 and Ch 3 as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the Gov't's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10 USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (69 Comp. Gen. 38 (1989)):

(1) Travel and transportation is authorized by the head of the DoD Component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD Component concerned may allow attendance at Gov't expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co curricular Activities. Seepars. 7150 and7160.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the Gov't, who participates in funeral honors detail for a veteran (10 USC §1491), may be authorized transportation or transportation reimbursement and reimbursable expenses (App G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in App G may be authorized/approved.

APPENDIX I: TRAVEL ORDERS

PART 4: ORDER PREPARATION

CIVILIAN EMPLOYEES ONLY

A. TDY Travel

1. General. DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't-discounted rates. DD Form 1610 is available at: ***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf***

NOTE: DD Form 1610 must not be used for invitational travel or a contractor's travel.

2. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See PApp I3, par. B for specific information required on each order.

Item 4. POSITION TITLE AND GRADE/RATING--This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

Item 8. AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY PURPOSE (App H)--Insert one of the applicable standardized purpose categories listed in APP H. ***This is required.***

Item 10.

a. APPROX. NO OF TDY DAYS (***Including Travel Time***)--Self-explanatory. ***NOTE: The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.***

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. ***NOTE: Official travel may begin as many as seven days before or seven days after the indicated departure date.***

Item 11. ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 2215. ***NOTE: This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.***

Item 12. TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the Gov't's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Gov't's advantage or if reimbursement is limited. ***NOTE: Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.***

Item 13. Per Diem--When per diem using the 'Lodging Plus' computation method in Ch 4, Part B1 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (***Specify***)" and enter the appropriate rate information. For example:

a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (***Specify***)." If anticipated expenses justify a lower per diem rate and a reduced rate of $60 is authorized under par. 4095-C, the entry should be "reduced rate $60."

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. 4095-B, C, and D) for the rate shown.

b. RESERVED

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

Item 15. ADVANCE AUTHORIZED--Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

Item 16. REMARKS--This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, registration fees, etc. The following statement may or must be use as appropriate to the official travel.

a. Commercial transportation tickets -- ***"If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher."*** The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

b. Excess Accompanied Baggage -- "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 3105.

c. Delay in en route -- Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

d. 'Other Than Economy/Coach' Accommodation Authority -- Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First class air accommodation -- "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2, Sec B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is ($XXX.XX)." Ch 3, Part F and App H2, Sec B; or

(2) Business class air accommodations -- "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H3, Sec A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is ($XXX.XX)." Ch 3, Part F, and App H2, Sec A.

***NOTE*: Only an official, designated IAW par. 3510-A, has authorization/approval authority for first class accommodations and par. 3510-A for business class accommodations.**

e. Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. ***NOTE*: These instructions are for the traveler and do not carry any reimbursement authority.**

f. Accompanied Traveler -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, civilian employee).

(1) Cite par. 7210 or 7215 when traveling as an attendant or escort for a Service member's dependents.

(2) Cite par. 7320 when traveling as a civilian family member of a seriously ill or injured Uniformed Service member.

g. GTCC -- DoDFMR, Vol. 9 (***http://www.dtic.mil/comptroller/fmr/***) when a GTCC is not accepted or cannot be used, and par. 2500.

h. Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (App R2, par. E) if a registration fee is authorized.

i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov't's advantage (Ch 4, Part G).

k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).

l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

m. RESERVED

n. RESERVED

*o. RESERVED

p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***) covers some but not all of the allowable travel and subsistence expenses. Ch 4, Part B to determine the applicable maximum allowances.

q. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

NOTICE (par. 5768): A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at ***http://international.fws.gov/pdf/pe.pdf***; and an application for the one-time import, export, or re-export of pets into/from the U.S. at ***http://forms.fws.gov/3-200-46.pdf*** (Ch 5, Part B8).

r. 'Fly America' Act -- Include the endorsement required by par. 3525-F when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Ch 7, Part A3 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. ***An ITA is used to authorize EVT transportation for a dependent traveling without the employee.***

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under JTR par. 7020.", and include the dependent's name. ***(An ITA is used to authorize EVT transportation for a dependent traveling without the employee.)***

u. Include notice that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Item 17. TRAVEL-REQUESTING OFFICIAL ***(Title and signature)*** other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. TRAVEL-APPROVING/DIRECTING OFFICIAL ***(Title and signature)*** other than the official signing in block 17.

Item 19. ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The FUND-APPROVING OFFICIAL (App A) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO ***(Title and signature)***. Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

NOTE: Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

Item 22. TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

3. Distribution. App I2. par. H.

B. Permanent Duty Travel

1. General. The REQUEST/AUTHORIZATION FOR DoD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and order for all official PCS/TCS travel by an employee and family. App I3, par. F2. DD Form 1614 is available at the following website: ***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf***.

NOTE 1: DD Form 1614 must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD COMPONENT must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. 5570. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

2. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: App I3, par. B for specific information required on each order.

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. OPM website ***http://www.opm.gov/retire/*** for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination—Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

Item 10. Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses--This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the DD Form 1614) before/after the employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part B3c.

Item 22. Accounting Citation--Show fiscal data IAW regulations of the DoD COMPONENT concerned. ***Please ensure that funds are obligated against the order***. For Transportation Account Codes (TACs) for DoD personnel DTR 4500.9-R, Part II, App V. TAC codes: Army go to website ***https://www.daas.dla.mil/tac_inq/tac_menu.html***, Air Force F750/FCHP, and Navy and Marine Corps website ***http://192.67.251.41/tac_inq/tac_menu.html***.

Item 23. (TRAVEL-)APPROVING (/DIRECTING) OFFICIAL App A. Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO App A. Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.

c. 'Other Than Economy/Coach' Accommodations--Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First-class air accommodations--"The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2, Sec B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is ($XXX.XX)." Ch 3, Part F and App H2, Sec B, or

(2) Business-class air accommodations-- "The use of business-class transportation is authorized/ approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H3, Sec A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is ($XXX.XX)." Ch 3, Part F and App H2, Sec A.

NOTE: Only an official, designated IAW par. 3510-A, has authority for first-class accommodations authorization/approval and par. 3510-A for business accommodations authorization/approval.

d. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

e. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).

f. Indicate the issuing CPO's name, address, PoC with phone number and DSN (including area code for each).

g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.

h. POC Use Is Not to the Gov't's Advantage--Indicate when POC travel is not to the Gov't's advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation (plus appropriate per diem) (par. 5622).

i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.

(1) 'Fly America' Act--Include the endorsement required by par. 3525-F when commercial non U.S. certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

(2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at ***http://international.fws.gov/pdf/pe.pdf***; and an application for the one-time import, export, or re-export of pets into/from the U.S. at ***http://forms.fws.gov/3-200-46.pdf*** (Ch 5, Part B8).

j. Include notice that if an order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

3. Distribution. App I2, par. H.

4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf***.

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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 that 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. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014.***

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% x $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. GSBCA 16699-TRAV, 17 August 2005.

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

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

a. Daily hotel room costs;

b. Daily hotel taxes; and

c. Daily miscellaneous fees, if applicable.

9. Eating

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

Example	
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**.** Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014.***

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. <u>TDY aboard Ships</u>

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. ***<u>Civilian Employee Only</u>***. 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 <u>http://www.defensetravel.dod.mil/site/perdiemCalc.cfm</u>***. 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**
Subsist Ashore			
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
Subsist Aboard U.S. Gov't Ship 3/			
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.
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		

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

*a. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable***.

*b. Gov't owned/leased services should be used for official communications.

*c. See Ch 2, Part M.

*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, 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:

a. Under emergency circumstances that threaten injury to human life or damage to Gov't property when authorizing per diem is the only method to handle the situation; and,

b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. 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

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a COCOM, authorizes an extension. 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).

b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active duty for other than training at one location, travel and transportation allowances are payable under 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 P: CITY PAIR PROGRAM

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY PAIR PROGRAM

A. City Pair Program FAQs

1. How does the program work?

a. **First**, GSA concentrates the Gov't's market share to make the most of the competition available. The Gov't's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.

b. **Second**, GSA works with Gov't agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.

c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city pair program advantages?

a. No advance purchase required,

b. No minimum or maximum length of stay required,

c. Fully refundable tickets and no charge for cancellations or changes,

d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),

e. No blackout dates,

f. Locked-in airfares facilitate travel budgeting,

g. Significant discounts over regular walk-up airfares, and

h. Airfares are priced on one way routes simplifying multiple destination travel.

3. Why can't contractors use it? It would save the Gov't a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the Gov't roughly $2 billion annually. ***GSA advises that the purchase of a contract city pair airfare ticket on behalf of a Gov't contractor is wrong, is a misuse of the city pair program, and could jeopardize its future success.***

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a Gov't traveler for authorized travel is unused or partially used when:

a. Travel is terminated short of the authorized destination.

b. The return portion of a round trip is not used.

c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The Gov't and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

B. City Pair Program Policy FAQs

1. Who can use it?

The City Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas.

2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Gov't traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Gov't traveler (sometimes called "DG" airfares) are not included in this exception. When Gov't/Gov't contracted transportation/CTO (App A) or in-house services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

*a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip (***NOTE*: *This does not allow for unreasonable 'schedules' as a reason for not using a city pair carrier.***); or

b. The contract carrier's flight schedule is inconsistent with JTR policies to schedule travel during ordinary working hours (see par. 3030.); or

c. A U.S. certificated non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the Gov't (the combined costs of transportation, lodging, meals, and related expenses considered); or

NOTE 1 to paragraph (c)*: *This exception does not apply if the contract carrier offers the same or lower

airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S. certificated carrier is restricted to a Gov't or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available.

NOTE 2 to paragraph (c): The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. certificated airline offers a still lower restricted airfare not matched by the contract carrier.

NOTE 3 to paragraph (c): Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the Gov't's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by Gov't authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.

EXAMPLES: Airline X is the city pair contract carrier and Airline Y is another U.S. certificated non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. certificated Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.

(3) If the Gov't contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

3. What makes the city pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuity (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Gov't business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Gov't.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

C. City Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city pair air carrier if authorized to use 'other than economy/coach' airfare (business or first class)?

Yes. The City Pair Program contracts are mandatory for coach and, within DoD, for 'other than economy/ coach' service when the contract carrier offers an 'other than economy/coach' contract airfare. 'Other than economy/coach' service accommodations must be authorized IAW par. 3520.

2. Can I upgrade to business class seating at Gov't expense to accommodate my disability?

Maybe. IAW Agencies/Services' policy, 'other than economy/coach' travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining economy/coach seats, etc.). The condition must be certified by a competent medical authority (i.e., a licensed medical practitioner) and authorized by the 'other than economy/coach' AO in advance of travel IAW JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

3. Can the air carrier charge for seating 'options' and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be 'options', i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'optional' seats is personal to the traveler and is not a Gov't requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

D. City Pair Airline Airfare FAQs

1. How do I know if there is a contract city pair airfare?

Contract city pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check the following city pair website ***http://www.gsa.gov/portal/category/27228***.

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City pair airfare rate?

The ticket shows a three-letter airfare basis code with **–**CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following airfare basis codes:

a. **YCA** = Guaranteed GSA economy/coach city pair airfare which is a highly discounted unrestricted airfare. If the Gov't contract city pair carrier offers a lower cost capacity controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

***NOTE 1*: Personal frequent flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity controlled airfare, the traveler is financially responsible to the Gov't for the cost difference between the YCA airfare and the lower capacity controlled airfare. CBCA 1511-TRAV, 7 May 2009.**

***NOTE 2*: This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.**

b. **–CA** = Limited capacity, GSA economy/coach city pair airfare which capacity controlled airfare with a deeper discount preferred by the Gov't.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and **–**CA is that there are a limited number of seats on the less costly **–**CA Airline City Pair rate which varies carrier by carrier and market by market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and **–**CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a **–**CA airfare and make changes, if necessary.

4. How early is early to take advantage of the Gov't discount for normal airfare city pair airfares (–CA)?

The city pair airfare program encourages a Gov't traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city pair airfares).

5. Why does the Gov't have to pay the Airline Passenger Excise tax? Isn't the Gov't exempt from tax?

The Federal Gov't is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal Gov't must pay.

6. How can the cost of a city pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Gov't rate for my airline reservations?

The DTS vendors' OBE displays valid GSA contract city pair airfare rates, but they display them differently than the GSA Airline City Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.

b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax, plus airport and security fees) depending on which DTS vendor is used.

E. City Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Gov't business?

A traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. ***If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

2. Can I use a contract city pair airfare for personal travel taken in conjunction with official Gov't travel? What if the Gov't cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?

The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official Gov't travel, the contract city pair airfares cannot be used for that portion of the trip since that travel is personal. These city pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the Gov't is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY order for TDY travel (***official travel)*** from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (***personal convenience***) to take leave in Chicago en route to San Francisco. Gov't and traveler limitations are:

a. Use the two one-way contract city pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Gov't one-way airfare is $251 and roundtrip is $502.

b. Reimbursement for the entire trip is limited to $502. The contract city pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Gov't and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is ***official travel.*** City pair airfares may be used IAW par. 4090-C.

***NOTE*: CTO use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.**

3. What Gov't sponsored leave programs qualify for contract city pair airfares?

Contract city pair airfare use MAY BE POSSIBLE for official Gov't funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JTR for actual authority when contract city pair airfares may be used.

a. **Civilian Employee**: RAT (see par. 7065 and App I3-E4b), FVT (par. 7070), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Uniformed Member**: COT (par. 7060), Emergency Leave (par. 7010), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JTR references for authority.

F. GSA Points of Contact**.** GSA - Airfares (City Pair Program) at www.gsa.gov/citypairs or contact GSA by email at Travel.Programs@gsa.gov or phone 1-888-472-5585 for more information on GSA's Airline City Pair Program. ***Only those without Internet access should call***.

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		
*Kyoga-Misaki	*N/A	*12	*11-14-14	
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**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Joint Security Area	N/A	12		**4**
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	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Okinawa (See Japan)				
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	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	**21**
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Oradea	24	12	09-30-11	**15**
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	**11**
Rwanda				
Kigali	24	24	10-17-11	
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		**8**
Eskan Village, Riyadh	24	12	07-18-08	**13**
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	**11**
Serbia				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	**11**
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**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Iskendrum	N/A	12		
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 4: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY

A. Special Circumstance Tour of Duty Locations. The tours of duty for the persons listed below are exceptions to the standard tours of duty in App Q3.

1. DoD Education Activity Personnel

a. Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for a person in a teaching position under the DoD Education Activity (see 20 USC §§901-907) is 1 or 2 school years as required, plus the time required in the area because of arrival before the school year starts and while awaiting transportation upon departure. The school year for a person in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DoD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DoD Education Activity (see 20 USC §§901-907 and DoD EA Regulation 5301.4-R ("Salaries and Personnel Practices Applicable to Principals and Assistant Principals" available at ***http://www.odedodea.edu/pers/emanual/***)) is the same as for any other DoD civilian employee who is employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in pars. A1a, A1b, and A1c, tours of duty are 3 school years under the initial service agreement and 2 school years under each subsequent agreement.

*2. Defense Civilian Intelligence Personnel System (DCIPS) Employees. The Under Secretary of Defense for Intelligence administratively fixes the tour of duty for DCIPS employees.

3. Scientists on Sabbatical Leave. The tour of duty for a scientist on sabbatical leave is 12 months.

4. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

5. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

*6. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for a civilian employee of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

*7. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for a civilian employee of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

*8. Air Force Management Interns. The tour of duty for a management intern assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

*9. Consultants and Experts. The tours of duty prescribed in App Q4-A2 thru, A9 do not apply to a consultant or an expert.

B. Establishing a Special Circumstance Tour of Duty

1. General. The special circumstance tour of duty established for a particular location applies to the entire location for accompanied and unaccompanied employees unless the requesting official indicates that the proposed tour should be limited to:

a. A specific area within the location (ex., Bahamas: Andros Island),

b. Accompanied or unaccompanied employees, and/or

c. An employee on a renewal agreement.

2. Exception Requests. A DoD component desiring to establish a special circumstance tour of duty must submit an exception request, to the PDUSD (P&R), stating the reasons for the exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.