

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 MAY 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

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 191-14(I) -- TDY Time Limitations. This item corrects the title of par. 2230 by deleting the words FOR UNIFORMED SERVICE MEMBERS.

MAP 015-15(E) -- Remove 'Order is Not PCS' from Primary Residence Definition. Removes the phrase 'and the active duty order is not a PCS' from the Primary Residence definition since the location to base the RC member's housing allowance is prescribed in Chapter 10 and the term is unnecessary in the App A definition.

CAP 27-15(I) -- Remove Language Regarding Tips as Separate Reimbursement. This item removes language regarding tips as a separate reimbursement expense. Tips are reimbursed through the incidental expenses portion of the Meals and Incidental Expenses (M&IE) per diem rate. Affects par. 5726.

MAP 29-15(I) -- OCONUS COLA for Deferred Dependent Travel. Include deferred dependent travel as a circumstance a member is authorized OCONUS COLA based on dependents' location, in addition to COLA for self at the PDS. It was inadvertently left out, although since the Government prevented these dependents from moving to the new PDS the member is authorized COLA, as when dependent travel is denied. Affects par. 9220.

CAP 32-15(I) -- Income Tax Reimbursement Allowance (ITRA) Updates. Updates JTR, Chapter 4 (Part L) FTR references. Affects par. 4970.

MAP/CAP 33-15(I) -- Consolidate Car Ferry Information in Ch 3, Part I. Consolidates all car ferry information in the JTR and adds it to Ch 3, Part I. Affects pars. 3700, 3705, 3710, 3715, 3720, 3725, 3045-G, 3650-B, 4115, 5034, 5082-C, 5154-B3a & B3b, 5340-A2, 5542, 5588-C, 5604-B3a & B3b, 5714-C, and App I3-E4a(12).

MAP/CAP 34-15(I) -- Cash Advance Fees. Clarifies that cash advance fees of any type are considered as part of the incidental expense portion of per diem and not a separate reimbursable expense. Affects par. 2830-G and App A1.

MAP 36-15(I) -- IDT from Other Location. Corrects the example to match the verbiage by limiting travel costs from the assigned unit to the TDY location when a member on IDT travels from another location to the TDY. Affects par. 7365-D2.

MAP 38-15(I) -- Revert Gas and Oil Costs Back to Mileage for Medical Travel. Reverts reimbursement for gas and oil back to a mileage rate when OCONUS dependents travel by POC for medical care not available. The change to pay the other mileage rate was implemented by MAP 75-14 in the 1 September 2014 change. The language was inadvertently reverted back to actual gas and oil costs in the 1 October 2014 JTR merger. Affects pars. 7105-D, 7105-F, and 7105-H.

CAP 44-15(I) -- No Authority to Waive Terminal Parking Limit for Employee. Corrects par. 4780-C to reflect there is no authority to waive the cost limitation of two one-way taxi fares for terminal parking in extenuating circumstances. There is authority to waive the cost limitation for uniformed members, but the FTR does not provide waiver authority. The language was inadvertently changed in the 1 November 2014 change to reflect that the waiver not only applied to uniformed members, but employees as well.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 MAY 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.

JTR	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
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Cover Letter	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Record of Changes	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
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Chapter 1								
TOC	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A	04-15	04-15	03-15	01-15	01-15	10-14	10-14	10-14
Part B	02-15	02-15	02-15	02-15	11-14	11-14	11-14	10-14
Part C	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part D	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Chapter 2								
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A	03-15	03-15	03-15	02-15	11-14	11-14	11-14	10-14
Part B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part F	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part G	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part H1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part J	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part K	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part L	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part M	05-15	04-15	12-14	12-14	12-14	12-14		
Chapter 3								
TOC	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D	02-15	02-15	02-15	02-15	11-14	11-14	11-14	10-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Part G	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part H	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Chapter 4								
TOC	05-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part A	01-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part B1	05-15	02-15	02-15	02-15	01-15	12-14	10-14	10-14
Part B2	01-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part B3	04-15	04-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B4	04-15	04-15	01-15	01-15	01-15	11-14	11-14	10-14
Part B5	02-15	02-15	02-15	02-15	11-14	11-14	11-14	10-14
Part B6	11-14	11-14	11-14	11-14	11-14	11-14	11-14	
Part C	03-15	03-15	03-15	01-15	01-15	12-14	10-14	10-14
Part D	03-15	03-15	03-15	02-15	11-14	11-14	11-14	10-14
Part E1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part G	05-15	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part H1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part J	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part K	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part L	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Chapter 5								
TOC	05-15	03-15	03-15	01-15	01-15	12-14	10-14	10-14
Part A1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2a	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A2b	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A3a	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3b	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A3c	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3d	01-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part A4	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5a	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A5b	04-15	04-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A5c	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part A5d	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A5e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5f	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part A5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5h	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5i	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5j	01-15	01-15	01-15	01-15	01-15	12-14	10-14	10-14
Part A6a	03-15	03-15	03-15	02-15	10-14	10-14	10-14	10-14
Part A6b	05-15	03-15	03-15	12-14	12-14	12-14	10-14	10-14
Part A6c	03-15	03-15	03-15	12-14	12-14	12-14	11-14	10-14
Part A6d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A7	03-15	03-15	03-15	12-14	12-14	12-14	10-14	10-14
Part A8	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A9	02-15	02-15	02-15	02-15	01-15	12-14	11-14	10-14
Part A10	02-15	02-15	02-15	02-15	12-14	12-14	10-14	10-14
Part B1	02-15	02-15	02-15	02-15	12-14	12-14	10-14	10-14

JTR	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Part B2a	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B2b	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B2c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3a	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3c	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B4	05-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B5a	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B5b	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Part B5c	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B5d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5e	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B5f	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5h	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B6a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B6b	05-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B6c	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B7	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B8	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B9a	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B9b	05-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part B9c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B9d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B10	01-15	01-15	01-15	01-15	01-15	12-14	10-14	10-14
Part B11a	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part B11b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11c	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B11d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11e	03-15	03-15	03-15	11-14	11-14	11-14	11-14	10-14
Part B12	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B13	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B14a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B14b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B14c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B16	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Chapter 6								
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1a	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part A1b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1c	04-15	04-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A1d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1f	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A2a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Part A2d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Part A2e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2f	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3e	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Chapter 7								
TOC	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part A4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A7	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A8	04-15	04-15	11-14	11-14	11-14	11-14	11-14	10-14
Part A9	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A10	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A11	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B2	12-14	12-14	12-14	12-14	12-14	12-14	11-14	10-14
Part B3	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B4	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part C1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D2	03-15	03-15	03-15	02-15	10-14	10-14	10-14	10-14
Part D3	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F1	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part F2	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part G	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H1	02-15	02-15	02-15	02-15	11-14	11-14	11-14	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part J	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part K	05-15	04-15	02-15	02-15	10-14	10-14	10-14	10-14
Part L1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part L2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part M1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part M2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part X	04-15	04-15	03-15	01-15	01-15	10-14	10-14	10-14
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TOC	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
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Chapter 9								
TOC	05-15	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part C1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C5	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part C6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C7	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part D	05-15	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Chapter 10								
TOC	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part A	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part D	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part E1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E2	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part E3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E5	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E7	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E8	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part E9	12-14	12-14	12-14	12-14	12-14	12-14	11-14	10-14
Part E10	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part E11	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E12	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part E13	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix A								
Part 1	05-15	04-15	03-15	01-15	01-15	12-14	11-14	10-14
Part 2	12-14	12-14	12-14	12-14	12-14	12-14	11-14	10-14
Appendix E								
Part 1	03-15	03-15	03-15	01-15	01-15	12-14	10-14	10-14
Part 2	04-15	04-15	03-15	02-15	10-14	10-14	10-14	10-14
Part 3	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Appendix F								
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix G								
App G	04-15	04-15	03-15	12-14	12-14	12-14	11-14	10-14
Appendix H								
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Part 4A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 4B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 4C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 5A	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 5B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix I								
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	05-15	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part 4	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Appendix J								
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix K								
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix M								
App M	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix N								
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Appendix O								
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
App O	04-15	04-15	01-15	01-15	01-15	11-14	11-14	10-14
Appendix P								
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Appendix Q								
Part 1	03-15	03-15	03-15	01-15	01-15	11-14	11-14	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part 4	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Appendix R								
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Appendix S								
App S	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Appendix T								
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
App T	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix U								
App U	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
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CHAPTER 2: OFFICIAL TRAVEL

PART C: TRAVEL ORDER

2200 GENERAL

A. Travel Order. A document, issued/approved by the Secretarial Process, directing travel to/from/between designated points and serving as the basis for reimbursement by the Gov't of official travel, transportation, and reimbursable expenses.

Civilian Employees Only: See App I for more information on travel orders.

B. Official Travel Conditions. The order establishes conditions for Gov't funded official travel and transportation, and is the reimbursement basis for the traveler.

C. Issuance Prior to Travel. An order should be issued before travel is performed.

D. Unauthorized Reimbursement

1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.

2. **Uniformed Members Only**: Expenses incurred before receipt of a written or oral order are *not reimbursable*.

3. **Civilian Employees Only**: Expenses incurred before receipt of a written or oral order are not reimbursable unless the agency has manifested a clear "administrative intent" to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement ([CBCA 3294-RELO, 29 May 2013](#)).

E. Travel Order Necessity

1. Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved.

2. An order is *not* necessary when:

a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and

b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the Gov't's interest.

3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

A. Modifications

1. An order:

a. May be retroactively corrected to show the original intent ([CBCA 3472-RELO, 23 September 2013](#)), and

b. *Must not be revoked/modified retroactively to create/deny/change an allowance* ([24 Comp. Gen. 439 \(1944\)](#)). **Example**: After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.

2. A TDY location can be changed to a PDS (see pars. 4800 and 4090-K), but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).

B. Allowances. Some allowances (because of law) may be:

1. Authorized only in advance of travel, or
2. Approved only after travel is completed, or
3. Authorized and/or approved.

See App A for definitions of “authorize” and “approve”.

C. Approval after the Fact. When an allowance may be approved after the fact, that approval, after the fact, does *not* constitute 'retroactive modification' of an order to create/change/deny an allowance.

D. Deductible Meals. See par. 4205 regarding the effect of deductible meals on meal rates.

2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

1. Issued by competent authority is required for expense reimbursement ICW official travel.
2. That quotes/references an authority initiating the order is competent.
3. That does not have a box to check for a particular allowance should include a statement authorizing the allowance. **Example:** [DTR, 4500.9-R, Part 1, Chapter 106, par. B](#) indicates that a statement authorizing commercial vehicle rental must be contained in an order to expedite processing at a rental location.
4. May only contain authority for travel and transportation allowances provided in the JTR (i.e., other allowances cannot be ‘created’ by AOs).
5. Should include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

B. Oral Order

1. An urgent/unusual situation may require that official travel begin/be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, *the AO must promptly issue a confirmatory written order.*

2. An oral order:

- a. Given in advance of travel,
- b. Subsequently confirmed in writing giving the date of the oral order, and
- c. Approved by competent authority

meets the requirement for a written order.

C. Order Not Originated by Competent Authority. An order issued under unusual conditions and not originated by competent authority must be approved by the AO before travel expense reimbursement.

2215 ITINERARY VARIATION

A. Variation Authorized in the Order. An order may include authority for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,
2. Change the named destinations travel sequence,
3. Change the specified time for remaining at a named destination, and/or
4. Travel to additional destinations.

B. Variation *Not* Authorized in the Order. Itinerary variation:

1. Changes may be orally authorized by the AO later confirmed in writing when an order does not contain itinerary variation authority, but circumstances arising after travel begins require itinerary variation.
2. Must not be substituted for inadequate advance preparation.
3. Does not create a blanket order.

2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER

A. Effective Date of Order. When determining the travel and transportation allowances and reimbursable expenses under an order that is amended, modified, canceled or revoked before the effective date, the order is effective:

1. When received by the traveler for travel performed by the traveler/dependents after order receipt, or
2. When, ICW a PCS, any transportation of HHG, mobile home or POV is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.

B. Retroactive Modification. See par. 2205 for retroactive modification and authorization/approval.

2225 BLANKET/REPEAT TDY ORDER

NOTE: The blanket/repeat TDY order is not used in DTS.

A. Travel Order Expiration. A blanket/repeat TDY order does not expire when the traveler returns to the PDS. It continues, in effect, until expiration by:

1. Time limit contained in the order,
2. Automatic cancellation upon PCS,
3. End of the fiscal year, or
4. Revocation.

B. Written Requirements. The following statements, when applicable, must be written into the blanket/repeat TDY order.

1. Identification as a “blanket/repeat” TDY order;
2. Traveler authority to depart at such times and to travel to locations within the specified geographic area, and with such frequency as the traveler deems necessary;

3. The specific geographic area limitations (e.g., continents, countries, states, etc.);
4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat TDY order cannot cross fiscal years);
5. The reason(s) the blanket/repeat TDY order is necessary;
6. Estimated travel costs (transportation, per diem, and reimbursable expenses) for the period indicated in the blanket/repeat order;
7. Authority for special conveyance use reimbursement when approved on a travel voucher as being to the Gov't's advantage, if appropriate;
8. Excess accompanied baggage authorization, if necessary; and
9. Other conditions, limitations, and instructions as appropriate.

C. 'Other than Economy/Coach' Accommodations Not Authorized. A blanket/repeat TDY order must *never* authorize 'other than economy/coach' transportation. If 'other than economy/coach' accommodations are necessary for one or more specific trips, an order amendment, containing the necessary separate required statements for each such trip, must be issued.

D. AEA (***NOTE: This par. does not apply to the Coast Guard***)

1. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case.
2. AEA ***must not be authorized*** as part of a blanket/repeat TDY order or used as blanket authority to authorize/approve automatic AEA for all travel to an area.
3. See par. 4315 for AEA limitations.

***2230 TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)**

A. General

1. **Uniformed Members Only:** See Ch 4, Part A.
2. **Civilian Employees Only:**
 - a. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY ([68 Comp. Gen. 465 \(1989\)](#)):
 - (1) The duties to be performed are temporary in nature,
 - (2) The assignment is for a reasonable time duration, and
 - (3) TDY costs are lower than round trip TCS or PCS expenses.
 - b. The employee's PDS is where the employee spends, and is expected to spend, the most time.
 - c. The "temporary" designation of an employee's duty station on an order is not necessarily controlling.
 - d. Long term TDY should not exceed 180 consecutive days ([64 Comp. Gen. 205 \(1985\)](#); [62 id. 560 \(1983\)](#)).

B. 180-Day Time Limitation

1. General. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. 2230-C ([36 Comp. Gen. 757 \(1957\)](#)).

2. Extensions

a. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.

b. Extensions are limited to those cases where there has been a definite change or unforeseen delays were encountered.

(1) **Uniformed Members Only**: This limitation does not apply to a member:

(a) Assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days;

(b) Under a TDY order assigned to uniformed units deployed afloat. See pars. 4110-B1 and 4110-F; or

(c) TDY for training periods less than 140 days (20 weeks), including a member extended due to additional/extended instruction.

(2) **Civilian Employees Only**: This limitation does not apply to an employee assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days.

3. 180 Day Rule Violation. Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of the 180-consecutive-day policy if the known/reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.

4. Training Assignment **Uniformed Members Only**. Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS except when the course is authorized as TDY under par. 2240-B. See App A1 for permanent duty station definition.

C. TDY in Excess of 180 Consecutive Days

1. Authorization. When mission objectives/unusual circumstances require TDY at one location for more than 180 consecutive days the appropriate authority must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)).

2. Authorizing/Approving Authority

a. **Uniformed Members Only**:

(1) Authority. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is:

(a) The Secretary Concerned,

(b) The Chief of an appropriate bureau/staff agency specifically designated for that purpose, or

(c) Commander/Deputy Commander of a Combatant Command.

This authority must not be re-delegated, except as noted below.

(2). Re-Delegation Exception

(a) The appropriate authority for Army for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location for a member assigned to a Warrior in Transition Unit (WTU) is the Service Compensation Chief who is a 2 Star Flag Officer or equivalent.

(b) A Flag Officer or equivalent from the U.S. Army Medical Command must recommend the assignment for approval to the WTU to the Army Compensation Chief, who may then authorize/approve TDY assignments in excess of 180 consecutive days at any one location for the member assigned to a WTU.

(c) *The Army Compensation Chief authority must not be further re-delegated.*

b. **Civilian Employees Only**: The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is:

- (1) The Secretary Concerned,
- (2) Service Headquarters, if delegated,
- (3) DoD Component Director,
- (4) The Chief of an appropriate bureau/staff agency specifically designated for that purpose (2 Star equivalent), or
- (5) Commander/Deputy Commander of a Combatant Command.

This authority must not be re-delegated, except as stated for Service Headquarters.

3. Written Request and Justification. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.

4. Order Issuance after the Fact. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

- a. Approve the order as written, or
- b. Direct that the order be amended to:
 - (1) Terminate the duty and return the traveler to the old station or assign a new station,
 - (2) Change the assignment from TDY to a PCS,
 - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station, or
 - (4) **Civilian Employees Only**: Authorize a TCS (par. 2230-D), *and*

c. **Civilian Employees Only**: Ensure the tax information in par. 2230-E is in the TDY order remarks section.

5. Per Diem

a. If a traveler is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the traveler is notified of the transfer. See par. 4800.

b. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day ([54 Comp. Gen. 368 \(1974\)](#) and [B-185987, 3 November 1976](#)). *Authorization/approval to exceed the 180-day TDY limitation is essential.*

6. **Uniformed Members Only:** RC Traveler. If an RC member received a Secretarial waiver IAW par. 7355-F, a second waiver is not required.

7. **Civilian Employees Only:** Civilian Employees Deployed to Afghanistan/Iraq Supporting Ongoing Contingency Operations

a. The requirements in par. 2230-C do not apply to a civilian employee's TDY assignment when deployed to Afghanistan/Iraq supporting ongoing contingency operations (App A).

b. The USD (P&R) memo, '[Building Increased Civilian Deployment Capacity](#)' of 12 February 2008, as amended December 8, 2010, recognized that deployments to Iraq and Afghanistan are typically for TDY periods of 12 or more months. This authority was extended indefinitely per USD (P&R) memo, "[Extended Temporary Duty Assignments to Iraq and Afghanistan](#)," 6 January 2014.

c. Prior to the official travel start, the order must cite the 12 February 2008 USD (P&R) memo as the waiver authority.

d. The waiver authority does not require USD (CPP) review; however, the authority must be in the Gov't's interest.

e. This policy applies also to a non-DoD civilian employee if the order is DoD funded (par. 1000-A).

f. The memo authority does not allow an Agency/Service to authorize SIT of HHG extension beyond 180 days (see par. 5674-B).

8. **Civilian Employees Only:** Previous Long-Term TDY Assignment

a. Taxable TDY Period. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment (within a 7 month time frame after return to the PDS); this second TDY period could be considered, by the IRS, to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period.

b. 7-Month Period Requirement

(1) Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location.

(2) Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

9. **Civilian Employees Only:** Agency Liability for Employment Taxes. Approving officials and Agencies must be aware that sending an employee on TDY to one location for a year or more may result in Agency liability for employment taxes related to the TDY because the IRS considers such duty as a permanent move.

D. **Civilian Employees Only:** Temporary Change of Station (TCS) Instead of Extended TDY

1. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances when the extended TDY period is between 6 and 30 consecutive months.

2. Discretionary TCS allowances, authorized in the Gov't's interest and IAW par. 5902-B, expire when the TCS mission is completed. See Ch 5, Part B.

E. **Civilian Employees Only:** Reimbursable TCS/TDY Allowances Taxation

1. The AO must advise the employee of the potential federal, state, and local income tax obligations if the TCS/TDY assignment (including a training assignment) is at one location for more than a year. ***Tax rules may differ by state and locality.***

2. An employee who performs TCS is subject to federal, state and local income tax obligations on some, but not all, of the TCS reimbursements. See par. 5946 for RIT allowance.

3. A TDY assignment at one location for more than a year may be considered, by the IRS, to be a permanent assignment and any reimbursement (e.g., per diem) may be considered taxable income by the IRS.

4. An employee should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. 4970 for ITRA.

5. An IRS statute, ([26 USC §162\(a\)](#)) and the implementing IRS regulations in [26 CFR 1.162](#) do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year.

6. The employee should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

F. **Civilian Employees Only:** TDY Assignment *Initially* Expected to Last Less than 1 Year

1. A civilian employee's TDY assignment at one location that is initially and realistically expected to last less than 1 year, but at some later date during the TDY period the TDY assignment is expected to exceed 1 year; that TDY assignment may be treated by the IRS as temporary until the date that the employee's realistic expectation changed (to a period of one year or longer) ([CBCA 2594-TRAV, 13 April 2012](#)).

2. When an Agency has a "REALISTIC EXPECTATION" that the employee's travel will exceed 1 year, travel reimbursements become taxable going forward (i.e., it does NOT apply to travel reimbursements before that time). See the [IRS website](#). See par. 4970 for ITRA.

a. **Example 1:** An employee is issued a TDY order for a period NTE 1 year at the TDY location. While at TDY, the Agency learns that the employee is required to remain at the TDY location in excess of 1 year. When the decision is reasonably known that the assignment will exceed 1 year, the assignment is no longer considered temporary and the TDY allowances from that point forward become potentially taxable. The assignment may be considered permanent and taxable by the IRS from the time that the decision to extend the period to be longer than 1 year is reasonably known. Taxation of all time at the TDY location preceding the time that the decision is reasonably known is considered temporary and the IRS will determine taxability.

b. **Example 2:** An employee travels from the PDS to a TDY location in another state indefinitely twice a month. Travel is indefinite in nature, but expected to last over 1 year, or not expected to end in less than a year. Reimbursement of TDY allowances are considered taxable by the IRS because TDY period is expected to exceed 1 year.

3. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment within a 7 month time frame. After return to the PDS, this second TDY period could be considered by the IRS to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period. Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY

location. Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

Example: Employee's PDS is Alexandria, VA. The employee performs a long-term TDY assignment in Atlanta, GA, for 179 days. The TDY ends and the employee returns to the PDS in Alexandria, VA. The employee remains at the PDS for 6 months and then returns to the previous TDY location in Atlanta, GA, to perform another 179-day TDY. The second TDY may be considered by the IRS to be a part of the previous TDY assignment and taxable because the employee did not remain at the PDS in Alexandria for more than 7 months before returning to Atlanta to perform another TDY.

2235 PCS TIME LIMITATIONS **(Uniformed Members Only)**

Unless otherwise prescribed in the JTR, a member's PCS order is valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and prior to receipt of further PCS orders ([45 Comp. Gen. 589 \(1966\)](#)). **Example:** Member ordered PCS from A to B. Member later is ordered PCS from B to C. When the PCS order from B to C is issued, the PCS order from A to B may no longer be used for PCS allowances from A to B.)

2240 TDY TIME LIMITATIONS FOR INSTRUCTION COURSES **(Uniformed Members Only)**

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General

a. Course(s) of instruction at a school/Installation with a scheduled duration of less than 140 days (20 weeks) are TDY.

b. No per diem is payable if prohibited by par. 4090-J.

c. If the scheduled course duration is 140 or more days, the school/Installation is that member's PDS, except when the course is authorized as TDY under par. 2240-B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period students receive instruction, including weekends. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration ([53 Comp. Gen. 218 \(1973\)](#)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off ICW a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction ([B-143017, 17 June 1960; 46 Comp. Gen. 852 \(1967\); 66 id. 265 \(1987\)](#)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

4. Limitations. A member's PCS order to a course of instruction may not be changed to a TDY order after arrival at the new PDS, unless the order was erroneously issued.

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

1. The Secretary Concerned (without delegation) may authorize a designated course (*excluding initial entry courses*) scheduled for:

- a. 20 or more weeks, but
- b. Not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status.

2. Requests for such action must be forwarded through Service channels to the Secretary Concerned and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS.

3. The status (either TDY or PCS) of any member, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same. ***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately for permanent duty to the location of the course after attending the course is TDY until the PDS is named.***

4. For courses attended by multiple Services, the Secretary Concerned must obtain agreement from the other affected Service Secretaries before changing the course.

C. TDY vs. PCS Status for Training Courses of more than 180 Days. When unusual circumstances (e.g., infrastructure destruction caused by hurricanes, floods, and similar events) require training courses at one location of more than 180 consecutive days to be attended in a TDY status, the Secretary Concerned must obtain authorization/approval from PDTATAC for that/those specific course/courses to be designated a TDY course.

CHAPTER 2: OFFICIAL TRAVEL
PART M: MISCELLANEOUS EXPENSES
(REIMBURSABLE AND NON-REIMBURSABLE)

2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

A. General. A traveler is authorized certain necessary travel and transportation related reimbursable expenses incurred on official travel. This Part addresses commonly incurred expenses associated with official travel.

B. Incidental Expenses. Incidental Expenses (IE), defined as part of per diem in App A1, are different than the expenses listed in this Part.

C. Transportation Expenses Incurred in or around a PDS/TDY Location. See Ch 2, Part L.

D. Voucher Submission

1. Consult finance regulations for expense description/documentation required on the travel voucher.
2. [DoD FMR, Vol. 9, Travel Policy and Procedures](#) prescribes voucher submission requirements, with supporting authority.
3. Funds are obligated IAW finance policy, ordinarily prior to/at the time the expense is incurred.

E. Limitations. Some reimbursable expenses are authorized for reimbursement; other reimbursable expenses require AO authorization/approval.

F. Reimbursable and Non-Reimbursable Expenses Quick Reference Tables

1. Reimbursable and non-reimbursable expenses are listed, alphabetically, in App G.
2. App G is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses.
3. Detailed expense lists, restrictions, and governing regulations are listed below.

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

ATM Use. Administrative fees for ATM use, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014***.

Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage:

1. Transportation costs may be authorized/approved by the AO (par. 3105).
2. Applies to any bag accompanying the traveler for which the airline charges a fee.

Baggage Expenses (See App A1 for definition of 'baggage')

1. Reimbursement may be authorized/approved for travel and transportation related baggage handling expenses.
2. Expenses for baggage that accompanies a traveler, without cost on a transportation ticket (e.g., a baggage transfer fee) may be authorized/approved.
3. Baggage related charges may be reimbursed when the Service/DoD Component determines the expenses are necessary and in the Gov't's interest.
4. Baggage expenses are ***not reimbursable*** when the bags and their contents are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not ICW official travel (e.g., golf clubs, presents).

Baggage Transfer Fees

1. Baggage transfer fees may be authorized/approved NTE the customary local rates for intermodal transfer.
2. Necessity for the transfer must be explained.
3. Intermodal transfer must involve baggage transfer between authorized transportation modes ICW official travel; ***not personal convenience travel***.

Baggage Storage. Reimbursement for charges ICW official travel may be authorized/approved. Necessity for the storage must be explained.

Baggage Check-In Fee at Curbside. Reimbursable ***only when authorized under par. 7815-F4***, for a traveler with a disability/special need.

Baggage Handling Tips. Reimbursable ***only when authorized under par. 7815-F4***, for a traveler with a disability/special need.

Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth, for official OCONUS travel is reimbursable.

Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charges, assessed against a traveler on arrival/departure from a carrier terminal, are authorized when not included in the ticket cost ([52 Comp. Gen. 73 \(1972\)](#)).

***Cash Advance Fees.** Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. These fees are not reimbursable expenses and are included as part of the IE portion of per diem (App A1).

Communication Services (*Effective 1 October 2014*)

1. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable***.
2. Gov't owned/leased services should be used for official communications.

Conveyance Costs. Public/special conveyance costs to and from the transportation terminal are reimbursable. See Ch 3, Part D.

Conveyance, Government. When a Gov't conveyance is authorized and Gov't supplies/facilities are not available, reimbursement for operating expenses, ICW official travel, is authorized for TDY travel between two points that are a separate journey (does not include Aero Club aircraft). Examples of allowable expenses are:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road, or tunnel tolls;
6. Trip insurance for travel in foreign countries (see Insurance, Driving Related);
7. Guards; and
8. Storage fees.

Currency Conversion Fees

1. Reimbursable

- a. Fees charged ICW currency conversion, including cash conversions.
- b. The "international transaction fee" for qualifying transactions charged by:
 - (1) GTCC. This 1% charge is listed as a separate line item on the billing statement.
 - (2) Other than GTCC (Uniformed Members Only). Charges on a non-GTCC card are reimbursable if the member is exempt from using the GTCC.

2. Not Reimbursable

- a. Losses from currency conversions ([63 Comp. Gen. 554 \(1984\)](#)).
 - b. The traveler is not liable for repayment to the Gov't for gains from currency conversions.
3. Exchange Rates. A traveler, who pays with a credit card for OCONUS expenses, is responsible for checking with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.

4. Supplemental Vouchers

- a. A traveler may need to submit a travel voucher prior to having access to the actual amount billed on the credit card.
- b. When the amount in U.S. currency, is not known, until after the required travel claim submission date, a traveler should be aware of any financial regulations that require a supplemental voucher if the amount differs from the actual amount billed on the initial travel claim.

Disease Prevention Measures

1. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel, are reimbursable.
2. Travel expenses incurred for obtaining the required inoculations is not reimbursable.

Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.

Energy Surcharge Fees. Energy surcharge fees are reimbursable.

GTCC

1. **Late Payment Delinquent Fees.** Reimbursable when authorized/approved by the AO for a traveler in a mission critical category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See [DoD FMR, Volume 9, Ch 3, par. 031306](#) for definition of mission critical personnel and processing requirements.
2. **Expedited Delivery.** Reimbursable when authorized/approved by the AO.
3. **Chip/PIN Card Issue Fee.** Reimbursable when authorized/approved by the AO.

Guide Services. Reimbursable when authorized/approved by the AO.

Insurance, Driving Related. Reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance ([55 Comp. Gen. 1343 \(1976\)](#)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance, POC, or rental car.

Internet Connections

1. Internet connections used to perform official business are reimbursable when authorized/approved by the AO.
2. In-flight internet connections are **not reimbursable unless** the AO determines they were used for official business.

Interpreter Services. Reimbursable when authorized/approved by the AO.

Laundry/Dry Cleaning Expenses. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are **not reimbursable.** *Effective 1 October 2014.*

License/Permit, International Driver's

1. Reimbursable when TDY to a country that requires an international driver's license/permit.
2. The cost of license/permit photos is reimbursable.
3. See [Traveler's Checklist](#) for information on driving abroad.
4. This reimbursement applies only to a member or employee, **but not dependents.**

Lodging, Dual

1. Reimbursable ICW an unexpected event, when approved (after the fact) by the AO, except as in par. 4145-B3.
2. Dual lodging reimbursement is limited to a maximum of 7 consecutive days, except as in par. 4250-B.
3. Extensions beyond 7 consecutive days may only be approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid if the traveler remained overnight. See par. 4145.

Lodging Fees/Daytime Lodging Charges

1. Reimbursable when authorized/approved by the AO.
2. Includes:
 - a. Room occupancy lodging charges for late departure, early arrival, or
 - b. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.

Lodging, Mandatory Fees/Charges

1. Reimbursable, in addition to the room rate, when the expense is:
 - a. Not optional, and
 - b. Approved by the AO.
2. Fees/charges include, but are not limited to a:
 - a. Tourism fee,
 - b. Safe fee, or
 - c. Service charge.

Lodging Reimbursement while on Leave

1. **Uniformed Members Only.** Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day:
 - a. During contingency operations (par. 7050);
 - b.. During authorized/ordered evacuations (par. 7055);or
 - c. When receiving long term TDY flat rate per diem (par. 4250).
2. **Civilian Employees.** Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day when receiving long term TDY flat rate per diem (par. 4250).

Lodging Tax

1. **Reimbursable.** Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.
2. **Not Reimbursable.** Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable.***
3. **Exception.** Reimbursement is authorized in CONUS and non-foreign OCONUS areas except when 'MALT Plus' for POC travel is paid.

Merchant Surcharge

1. **Uniformed Members Only**

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged with:

(1) The GTCC, or

(2) A personal charge card used by members exempt from GTCC use for official travel. The member must provide exemption authority.

b. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.

c. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

2. **Civilian Employees Only**

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.

b. Reimbursement is ***not authorized*** for merchant surcharges for the use of a personal charge card.

c. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.

d. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

Military Working Dog (MWD) Expenses

1. Travel and transportation expenses related to a MWD are reimbursable expenses, limited to the following:
 - a. Transportation costs, to include tariffs either as cargo, or when traveling in the cabin with the handler.
 - b. Kennel handling fees at an air terminal or place of lodging.
 - c. Lodging fees ICW the MWD, and/or
 - d. Cleaning fees ICW commercial rental vehicle transportation for the MWD.

Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)

2. Expenses related to a MWD that are not reimbursable, under travel, but could be considered mission expenses include, but are not limited to:

- a. Dog Food,
- b. Leashes,
- c. Kennels (damage/replacement), and/or
- d. Veterinary services.

Mission Related Expenses

1. Mission related expenses *are not reimbursable as travel expenses.*
2. Mission related expenses include, but are not limited to:
 - a. Equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.);
 - b. Medical equipment;
 - c. Parking/traffic ticket fines;
 - d. Tools;
 - e. Film;
 - f. Paper;
 - g. Books;
 - h. Medical supplies;
 - i. Use of clerical assistance (e.g., typists, data processors, stenographers);
 - j. Technology equipment (e.g., computers, printers, faxing machines, and scanners);
 - k. Gifts for child care, pet care, or hotel concierge;
 - l. Workout room/gym fee;, and
 - m. Similar items.
3. See [B-166411, 3 September 1975](#); [B-198823, 10 December 1980](#); and [B-198824, 23 January 1981](#).
4. See [DoD FMR Vol. 10, Ch 11](#) for reimbursement.

Nonrefundable Room Deposits; Forfeited Rental Deposits/Prepaid Rent; and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.

1. Lodging cost reimbursement may be authorized/approved by the AO when advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed, canceled, or interrupted.
2. Reimbursement must not exceed the remaining amount of per diem/AEA, plus appropriate lodging tax that would have been paid if the TDY had not been curtailed, canceled, or interrupted.
3. See [59 Comp. Gen. 609 \(1980\)](#), and [59 Comp. Gen. 612 \(1980\)](#), [60 Comp. Gen. 630 \(1981\)](#).
4. The AO should consider if the:
 - a. Traveler acted reasonably and prudently in incurring lodging expenses,
 - b. Traveler had a reasonable expectation of completing the TDY as authorized,
 - c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control, and
 - d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.

Paper Tickets

1. Additional paper ticket cost is reimbursable, when authorized/approved by the AO, as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries).
2. Paper tickets bought for personal convenience ***are the traveler's financial responsibility.***

Parking Fees at the Transportation Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including tips) for one round trip to the terminal are authorized. See par. 4780.

Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services

1. Reimbursement Eligibility
 - a. General. Reimbursement is authorized for a:
 - (1) Member,
 - (2) Employee, and
 - (3) Dependent (member's and/or employee's),
 - b. **Uniformed Members Only.** Reimbursement is authorized for a member who is:
 - (1) Assigned to a foreign OCONUS area,
 - (2) Required to obtain/renew:
 - (a) A passport,
 - (b) Mandatory biometric visa requirements, and/or
 - (c) Visas

for continued assignment in a foreign OCONUS area, or

(3) Emergency Technical Support Personnel.

c. **Civilian Employees Only**. Reimbursement is authorized for an employee who is:

(1) A U.S. citizen (required when serving under a transportation/renewal agreement in a foreign country, *but not for TDY or a dependent*.)

(2) Hired locally or transported to a foreign OCONUS area at Gov't expense,

(3) Serving under a service/renewal agreement, and

(4) Required to obtain/renew:

(a) A passport,

(b) Mandatory biometric visa requirements, and/or

(c) Visas

for continued assignment in a foreign OCONUS area, or

(5) Emergency Technical Support Personnel.

d. Dependent (Member's or Employee's). Reimbursement is authorized for a dependent that is:

(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or

(2) Required to obtain/renew:

(a) A passport,

(b) Mandatory biometric visa requirements, and/or

(c) Visas

for the sponsor's continued assignment in a foreign OCONUS area, or

2. Acquired Dependent (**Uniformed Members Only**). A member serving an unaccompanied OCONUS tour who acquires a dependent, OCONUS, is not authorized reimbursement of passport and visa expenses for the acquired dependent except when par. 9000-A2 or 9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW par. 5124.

3. Biometric Fees

a. Biometric fees, that are mandatory for passport and/or visa issuance, are reimbursable.

b. Biometric data collects the traveler's measurable physical/behavioral characteristics that can be used to:

(1) Verify the individual's identity, or

(2) Compare the identity against other entries when stored in a database.

c. Examples of biometric data are face recognition, fingerprints, and iris scans.

4. Dependent Fee. A dependent fee is reimbursable except ICW personal travel. An example of a dependent fee is the United Kingdom Entry Clearance Fee.

5. Emergency Technical Support Personnel

a. A command/activity may be required to have emergency technical support personnel available for official travel on short notice.

b. Emergency technical support personnel may be reimbursed for preparation expenses/fees, if directed, in writing by the AO, to maintain current passports, mandatory biometric visa requirements, and/or visas/or green cards. These expenses include:

- (1) A passport,
- (2) Mandatory biometric visa requirements,
- (3) A visa,
- (4) A green card,
- (5) Photographs for OCONUS travel, and
- (6) Physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility.

6. Legal Service Fees

a. Expenses for legal services are reimbursable if local laws and/or customs require the use of lawyers in processing applications.

b. These services include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for:

- (1) A passport,
- (2) Mandatory biometric visa requirements,
- (3) A visa,
- (4) A green card, or
- (5) Changes in status.

c. Reimbursement of legal service fees for personal expenses is ***not authorized***. These fees include services for:

- (1) Acquired dependent(s),
- (2) Adoption,
- (3) DHS/INS document processing fees,
- (4) Server fees,
- (5) Dependent custodial matters, or

(6) Fees for similar circumstances.

7. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, ***are not reimbursable***, except for disease prevention measures such as inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).

8. Passport Fees

a. There are three types of U.S. passports:

(1) Passport Book. A passport book is a regular passport that can be used for all international travel.

(2) Passport Card. A passport card is limited to departure/entry to/from the U.S. through land; and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda. A passport card is not authorized for international air travel.

(3) E-Passport. An E-Passport is a regular passport book with electronic biometric data. An E-Passport can be used for all international travel.

b. An official traveler ordinarily travels on a no fee passport.

c. Passport fees are reimbursable when travel is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport.

d. Those traveling solely by MILAIR or AMC charter flight ***are not reimbursed*** for regular fee passports ***unless***:

(1) Gov't transportation became available after commercial travel arrangements were made and a passport was purchased; or

(2) The travel priority is sufficiently high to require backup travel arrangements that cannot include city pair reservations.

9. Physical Examination Fees. Physical examination fees:

a. Are reimbursable when required to obtain a visa and the examination cannot be obtained at a Gov't medical facility ([GSBCA 15435-RELO, 9 April 2001](#)).

b. For a dependent are reimbursable, except ICW personal travel (e.g., the United Kingdom Entry Clearance Fee is a reimbursable fee).

10. Travel Order for Visas and Physical Examinations. A travel order should be issued to authorize/approve (par. 2210 and App I2) travel and transportation at Gov't expense to:

a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or

b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.

11. Travel Not Required. Travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).

Personal Expenses. See **Mission Related Expenses**.

Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)

Pet Quarantine. See Ch 5, Part A8 (for **Uniformed Members**) and Ch 5, Part B8 (for **Civilian Employees**) for rules regarding pet quarantine ICW PDT.

Phone Calls, Official. Official phone calls are mission-related expenses but are *not reimbursable* as a separate travel expense. See **Communication Services. Effective 1 October 2014**

Physical Examination Fees ICW a Visa. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.

Prepaid Phone Cards/Cell Phones. Prepaid phone cards and prepaid cell phones are mission-related expenses but are *not reimbursable* as a separate travel expense. See Communication Services.

Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked

1. Preparatory travel expenses include fees for:
 - a. Traveler's checks,
 - b. Passports,
 - c. Mandatory biometric visa requirements,
 - d. Visas,
 - e. Green cards, and
 - f. Communications services.
2. Preparatory travel expenses are reimbursable, provided:
 - a. The action taken is beyond the traveler's control,
 - b. It is in the Gov't's interest, and
 - c. A refund is unobtainable prior to the order being changed.

POC Tax and License Fee ICW TDY (Civilian Employees Only)

1. **General.** Some states:
 - a. Require an ownership tax and license fee for a POC used in the state for over 30 days, and
 - b. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.
2. **Traveler Paid Charges.** If a TDY traveler applies for and is denied an exemption certificate for ownership tax and licensing fees by the TDY state, the traveler is reimbursed if all of the following conditions are met:
 - a. POC use is to the Gov't's advantage ICW a TDY assignment (see par. 4775).
 - b. The traveler's PDS is not the state the TDY assignment is performed.
 - c. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fees on a POC.
3. **Documentation.** Payment documentation of state imposed charges may be required.

4. See [B-214930, 1 October 1984](#).

POC Use is Advantageous on TDY. In addition to a TDY mileage allowance, the following are allowable only if POC use is to the Gov'ts advantage:

1. Ferry fares;
2. Bridge, road and tunnel tolls;
3. Automobile parking fees ICW official travel only (except those incident to PDT); and
4. Aircraft landing, parking, and tie down fees.

Registered Traveler Membership Fee

1. Individual traveler membership in a registered and/or trusted traveler program is ***not a reimbursable expense*** per par. 1215.
2. Use of Gov't funds to obtain membership in such a program is ***statutorily prohibited*** by [5 USC §5946](#) per [FTR Bulletin 08-05, 25 June 2008](#).

Registration Fee

1. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance.
2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.

Resort Fees. Resort fees, ***that are mandatory***, are authorized.

Room Rental. Reimbursable when authorized/approved by the AO, and only when used for official business.

Service and Processing Fees

1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:
 - a. Through a CTO/TMC, and
 - b. When a CTO/TMC is not available.
2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.

Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses

1. General
 - a. Special conveyance/rental vehicles are a reimbursable expense with AO authorization/approval.
 - b. When a special conveyance (particularly a rental vehicle or a taxi) must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.
 - c. See special conveyance/rental vehicle reimbursable expenses.
2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.

3. Reimbursable Expenses. When the AO authorizes/approves special conveyance/rental vehicle use for official travel, the following expenses are reimbursable:
- a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS);
 - b. Rental cost, tax and local assessments on rental vehicle users;
 - c. Necessary gas and oil;
 - d. Aircraft landing and tie down fees;
 - e. Transportation to and from the rental facility, public transit systems, and taxi fares;
 - f. Parking; ferry fares; bridge, road and tunnel tolls;
 - g. Traveler access fee;
 - h. Garage, hangar, or boathouse rental;
 - i. Operator's subsistence;
 - j. Optional extra collision hull insurance for rental aircraft;
 - k. Mandatory rental car insurance coverage required in foreign countries;
 - l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.
 - m. GPS rental, when the AO determines it is necessary for official use.
 - n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official travel.
 - o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required:
 - (1) By the rental company in a foreign area/country to provide full coverage insurance,
 - (2) For certain classified special operations. [B-204486, 19 January 1982](#)
 - p. A breathalyzer installed in rental car ***when required in a foreign country***. See item 4e below.
 - q. Rented Motor Vehicle Damage
 - (1) DoD Travelers
 - (a) A traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business, if the claim is adjudicated payable.
 - (b) The Gov't may make direct payment to the rental car company, instead of the traveler, if appropriate.
 - (c) Reimbursement is a transportation expense.

(d) A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the [DoD FMR, Volume 9, Ch 4](#).

(e) Statements, itemized bills, and an accident report are typical requirements ([47 Comp. Gen. 145 \(1967\)](#)).

(f) 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](#).

(2) Uniformed Non-DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW written Service guidance.

r. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.

4. Non-Reimbursable Expenses. The following expenses are ***not reimbursable***:

a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

b. Rental Car Insurance in the U.S./Non-Foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S./non-foreign OCONUS location regardless of the rental company. See 3o above for classified operations.

c. Damage to Rental Car when Used on Other than Official Travel.

(1) General. Reimbursement for damage sustained by a rented automobile while being used on other than official travel ***is not authorized***.

(2) Example. TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car is damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident ([GSBCA 16477-TRAV, 13 October 2004](#)).

d. Purchase of Equipment. The cost of purchased (as opposed to rented) equipment ***is not reimbursable*** (e.g., snow tires, GPS, toll transponder),

e. Breathalyzer Replacement Fee. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official travel, for personal convenience, or if negligence is determined.

Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.

Tips for Handling Gov't Property. Tips for handling Gov't property are covered in the IE portion of per diem and are ***not reimbursable***. *Effective 1 October 2014*

Tips, Transportation Related. Transportation related tips for all transportation modes, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. *Effective 1 October 2014*

Transportation to/from the Transportation Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See par. 4780.

Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.

Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.

CHAPTER 3

TRANSPORTATION

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CHAPTER 3: TRANSPORTATION

PART A: GENERAL

SECTION 2: TRANSPORTATION REIMBURSEMENT

3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;
2. Transportation to/from carrier terminals; and
3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all Uniformed Service Members and DoD civilian employees use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Service/Agency/DoD Component designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. 1035 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see pars. 5588 and 5532-C), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. 3045-D-H.
2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.
3. See Ch 4, Part G when the transportation is partly by POC.
4. If a traveler uses Gov't procured transportation for part of a journey (see par. 3035), the limits in pars. 3045-D and 3045-E must be reduced by its cost.

5. **UNIFORMED MEMBERS ONLY:** *This policy does not apply to pars. 5020-B, 7060-F1a, 7010-A, 7015, 7655, 7620-A, 7620, 7635, 7175-D3, and 7175-D4.*

C. Transaction Fee

1. 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.
2. A CTO transaction fee incurred by a traveler is part of the transportation cost.
3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost.

D. Gov't CTO or 'In House' Services Are Available

1. General. When Gov't CTO (see App A) or 'in house' services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. 1035.

2. Constructed Cost Basis. For air transportation, constructed costs are based on the policy constructed airfare (see App A) which includes the non-capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*

3. City Pair Airfare Available.

- a. A city pair airfare is available if a contract airfare is offered between origin and destination.
- b. The airfare may involve:
 - (1) A nonstop flight,
 - (2) A direct flight (same flight from origin to destination, but with one or more stops en route), or
 - (3) Connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement).
- c. A city pair fare is **not available** if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.

d. Examples

(1) **Example 1:** There is a contract city pair airfare between Charlotte, NC, and Los Angeles, CA, even though it is a connecting flight.

(2) **Example 2:** There is no contract city pair airfare between Asheville, NC, and Los Angeles, CA. However, there is a city pair fare between Asheville, NC, and Chicago, IL, and then a city pair fare from Chicago, IL, to Los Angeles, CA. The two separate city pair fares do not constitute a city pair fare between origin (Asheville) and destination (Los Angeles). However, the two separate city pair fares may be combined to arrive at the policy constructed airfare.

4. Constructed Cost Limitations

- a. The constructed transportation cost is based on the policy constructed airfare (with the par. 3520-A6

exception).

b. **Example:** There is often no city pair airfare connecting origin and destination. Several policy constructed airfares (see App A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from the required origin to the required destination does not constitute a city pair airfare. See 3045-D3.

c. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

5. Restricted Airfare Use

a. When any risk of trip cancellation/itinerary change is outweighed by potential cost savings, the AO might authorize:

(1) A restricted airfare, available to the general public, in lieu of a city pair airfare (App P1, par. A6c), or

(2) Any available restricted airfare for which the traveler qualifies in lieu of the policy constructed airfare.

b. Compliance with the Fly America Act must be maintained (i.e., a less expensive restricted airfare on a non U.S. certificated airfare cannot be used in lieu of using an available U.S. certificated air carrier).

c. The AO must use the [App H3C decision support tool](#) to assist in determining if a restricted airfare may be advantageous to the Gov't.

d. See par. 3500 for use of restricted airfares.

E. Gov't CTO or 'In House' Services Are Not Available

1. In the *very rare circumstance* that a Gov't CTO/in house service is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the policy constructed commercial transportation cost between authorized points.

2. A CTO itself (rather than a particular ticket) must be unavailable to qualify under this par.

3. See par. 3500 for use of restricted airfares.

4. Each non availability event should lead to correction(s) that make CTO service available should the same situation arise again.

F. Transoceanic Travel - Gov't/Gov't Procured Transportation Is Available

1. When Gov't/Gov't procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available Gov't/Gov't procured transportation. See pars. 5588 and 5532-B for PCS transoceanic travel.

2. If both Gov't and Gov't procured transportation are available, the lower priced mode is the maximum reimbursement measure.

3. When Gov't/Gov't procured transportation is *not available*, reimbursement is authorized for the

transportation cost NTE the policy constructed airfare available over the direct route between the origin and destination.

4. See par. 3500-D for medically inadvisable airfare.

*G. Transoceanic Ferry Fares. See Ch 3, Part I. See par. 3665 for non U.S. certificated ferries.

H. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Ch 3, Part D.

3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, Part 301-10, Subpart E](#))

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 Comp. Gen. 116 \(1941\)](#)).
2. The TO determines the applicable transportation mode for constructed cost purposes.
3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. Gov't and Gov't Procured Air Transportation Available

1. When Gov't/Gov't procured air transportation use is required under Ch 3, Part F, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Gov't/Gov't procured air transportation.
2. Constructed costs are based on the policy constructed airfare (see App A) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction.***
3. Non-capacity controlled city pair airfare transportation is presumed available if there is city pair airfare 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.
4. Gov't/Gov't procured air transportation is not available when:
 - a. An AO determines that Gov't and/or Gov't procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;
 - b. Gov't and/or Gov't procured air transportation use would involve circuitous travel or undue inconvenience; or
 - c. Travel via aircraft is medically inadvisable.
5. The lower priced transportation mode is the reimbursement limit if appropriate Gov't and Gov't procured transportation are both available.
6. If only Gov't procured transportation is available, its cost is the reimbursement limit.

C. Gov't/Gov't Procured Air Transportation Not Available

1. When Gov't/Gov't procured air transportation is not available, reimbursement for transportation used must not exceed the policy constructed airfare (see App A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.
2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

D. Use of Non U.S. Certificated Air Carriers or Non U.S. Registry Ships

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non U.S. certificated/registry carrier (or ship) service is used.
2. If U.S. certificated/registry carrier/ship service is available for an entire trip and the traveler uses a non U.S. certificated/registry carrier/ship for any part, or all, of the trip, the transportation cost on the non U.S. certificated/registry carrier or ship is **not payable** ([FTR §301-10.143](#)).

E. Computation

1. Except as prohibited in pars. 3525 and 3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the Gov't would have paid for the authorized transportation mode and/or route. **No other costs are added to the computation.** The traveler is paid whichever (actual or constructed) is less.
2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.
3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Gov't Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. 3500-O.

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CHAPTER 3: TRANSPORTATION

PART H: COMMERCIAL SHIP TRANSPORTATION

3650 GENERAL

A. Directed Transportation. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as in par. 3655-A.

*B. Car Ferry Travel. See Ch 3, Part I.

C. Reimbursement without Authorization/Approval. Reimbursement for unauthorized/unapproved transoceanic ship transportation is based on constructed air transportation costs.

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

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

Effective 14 August 2013

E. 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.

3655 AUTHORITY

A. General. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically or efficiently by ship.

B. Medical. See par. 2110-J for medical authorization/approval exceptions.

3660 ACCOMMODATIONS

A. General. A traveler and/or dependents authorized to travel by ship at Gov't expense must use the least costly room accommodations. More costly accommodations at Gov't expense must be authorized/approved IAW par. 3660-C.

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

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

1. Authorization/Approval. More costly accommodations at Gov't expense may be authorized/approved:
 - a. Under the circumstances specified in par. 3660-C1 and IAW par. 3510-A.
 - b. When less costly accommodations are not available.
 - c. When medical reasons require the more costly accommodations. See par. 2110-J.
 - d. When there are exceptional security requirements. Examples are:
 - (1) A traveler/dependent whose use of less costly accommodations would entail danger to the traveler's/dependent's life or Gov't property.
 - (2) Protective detail agent accompanying an individual authorized to use more costly accommodations.
 - (3) A courier and/or control officer accompanying a controlled pouch/package and adequate lower cost accommodations are not available.
2. Authorization/Approval Requirements. Authorization for more costly ship accommodations use at Gov't expense should be received in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the traveler must request written approval from the appropriate authority at the earliest possible time. See par. 2110.

3665 U.S. REGISTRY SHIP

A. General

1. A U.S. registry ship must be used except as in par. 3665 ([46 USC §55302](#)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay ([57 Comp. Gen. 546 \(1978\)](#)).
2. When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship ([B-190575, 1 May 1978](#)).

B. U.S. Registry Ship Use Impracticable

1. When U.S. registry ship use would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use.
2. Required documentation explaining why a U.S. registry ship is impracticable (par. 3525-F) must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

C. U.S. Registry Ship Unavailable

1. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use.
2. Documentation required by par. 3525-F is used to explain why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

D. Determination Required. The authorizations/approvals referred to in par. 3665 must not be based on:

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

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CHAPTER 3: TRANSPORTATION

PART I: CAR FERRY

*3700 GENERAL

When a car ferry is used, a traveler/dependent traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in this Part.

*3705 TRANSPORTATION

*A. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

*B. TDY Travel Only. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location and return.

*C. PCS Travel Only

*1. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

*2. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

*D. More Than One Car Ferry. If more than one car ferry is used, TDY mileage/MALT, whichever is applicable, is payable for overland travel between ferries.

*3710 FERRY FEES

*A. PCS and TDY. The traveler is authorized:

*1. Gov't procured ferry transportation; or

*2. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)), NTE the Gov't procured ferry transportation cost.

*B. PCS Only

*1. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

*2. If the same POC is used for more than one trip, the MALT and car ferry fees apply for each trip.

*3715 PER DIEM

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

*B. 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 (see App A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

*2. Debarkation Day

*a. TDY Travel. M&IE is the rate applicable for the traveler's location at 2400 on that day.

*b. PCS Travel

* (1) Uniformed Members Only

* (a) The per diem rate for the traveler's new PDS if travel ends on that day, or

* (b) 'MALT Plus' per diem if travel by POC continues on the day after the departure day (debarkation) from the ferry (par. 5164).

* (2) Civilian Employees Only. For the departure day (debarkation) from the ferry is the rate for the employee's/dependent's location at 2400 on that day (par. 5550).

*C. Travel Does Not Include an Overnight on a Car Ferry

*1. TDY Travel. 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.

*2. PCS Travel

*a. Uniformed Members Only. If the ferry passage does not include an overnight, uninterrupted 'MALT Plus' is the applicable M&IE while on the ferry (par. 5164).

*b. Civilian Employees Only. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee's location at 2400 on the debarkation day. See par. 5550.

*D. Dependent Per Diem (PCS Travel). The percentages, in par. 5094-B (Members) and 5592-B (Employees), apply when computing a dependent's per diem.

***3720 FOREIGN REGISTERED SHIP USE**

See par. 3665 for required documentation if a U.S. registered ferry is not available.

***3725 EXCESS COST COLLECTION**

Collection of excess transportation costs, incurred by the Gov't, does not apply to POV transportation aboard an oceangoing car ferry.

CHAPTER 4

TEMPORARY DUTY TRAVEL

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CHAPTER 4: TDY

PART B: PER DIEM

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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 [DoD FMR 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 than 12 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 statusat 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, [DoD FMR, Volume 7A, Ch 13](#), and (par. 1245).
2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the [DoD FMR, 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.

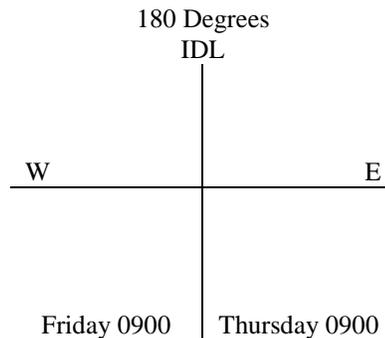
D. Brief Stay in the PDS Vicinity During TDY (Civilian Employees Only). Per diem at the PDS must be paid if:

- 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.

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

* See Ch 3, Part I

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:

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

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CHAPTER 4: TDY

PART G: POC TRAVEL

4700 AUTHORIZATION/APPROVAL

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

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

4705 GENERAL

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

4710 TRAVELER ELECTS TO USE A POC

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

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

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

4715 800 MILES ROUND TRIP POLICY

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

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

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

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

4725 PERSONNEL TRAVELING TOGETHER

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

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

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

D. Extra Mileage to Transport Official Traveler(s)

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

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

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

4730 PER DIEM

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

The lesser amount is reimbursed.

4735 CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION

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

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

4740 ACTUAL EXPENSE REIMBURSEMENT (Uniformed Members Only)

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

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

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

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

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

4745 POC REPAIR

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

B. Claims Submission

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

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

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

B. Expense Reimbursement

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

4755 PRIVATELY OWNED BOAT

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

4760 TRAVEL TIME

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

4765 MIXED MODE TRANSPORTATION

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

4775 GOV'T ADVANTAGE DETERMINATION

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

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

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

4780 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

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

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

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

for the most direct route.

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

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

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

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

****Effective 1 November 2014***

***C. Transportation Terminal Parking Fees.**

*1. General. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares.

*2. Exception (Uniformed Members Only). In extenuating circumstances, the AO may waive this cost limitation (e.g., when a short TDY is unexpectedly extended after departure).

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

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

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

E. Another Official Traveler Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.
3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one way taxicab fares.*

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

4785 POC USE BETWEEN RESIDENCE AND TDY STATION

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

4790 POC USE IN AND AROUND PDS OR TDY STATION

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

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

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

4797 POC MILEAGE EXPENSES

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

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CHAPTER 4: TDY**PART L: INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS****CIVILIAN EMPLOYEES ONLY****4970 ITRA FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND THEREAFTER****A. Purpose**

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

B. Reimbursement

*1. An employee who was TDY for an extended period at one location, and who incurred Federal, State, and/or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITRA IAW [FTR, §301-11.601](#).

*2. See [FTR, §301-11.604](#) for ITRA reimbursement calculation examples.

C. Reimbursement Limitations

1. ITRA is limited to income taxes and does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). See [GSBCA 15375-TRAV \(4 December 2000\)](#).
2. Tax rules may differ by state and locality.

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CHAPTER 5

PERMANENT DUTY TRAVEL

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- 5260 SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS**
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 B. Reassignment between Activities at the Same PDS - NOT A PCS
 C. PCS between PDSs Located in Proximity
 D. PCS between PDSs Not in Proximity to Each Other
 E. Separation from the Service or Retirement
- 5262 SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION**
 A. Application
 B. Weight Limit
 C. NTS
 D. Short Distance Moves
 E. Moving to/from Gov't Qtrs
 F. Moving from Gov't-controlled Qtrs
 G. Moving to/from Privatized Housing
- 5264 SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS**
 A. Member Directed by Competent Authority to Vacate Local Economy Qtrs
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- 5266 DEFINITION**
- 5268 AUTHORIZATION**
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- 5270 TRANSPORTATION**
 A. General
 B. Item No Longer Qualifies as PBP&E

Paragraph Title/Contents

- 5272 DOCUMENTATION**
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 B. HHG Weight Allowance

Subsection A5h: Consumable Goods

- 5274 CONSUMABLE GOODS**
 A. General
 B. Additional Information on Consumable Goods

Subsection A5i: Early Return of Dependent(s) (ERD)

- 5276 HHG TRANSPORTATION ICW ERD**
 A. From a Foreign/Non-foreign OCONUS Area due to Official Situations
 B. National Interest
 C. From OCONUS due to Personal Situations

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- 5278 GENERAL**
 A. Authority
 B. Dependent Transportation
 C. Travel Order
 D. Evacuation
 E. Administration
- 5280 ENTRANCE INTO THE SERVICE**
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 B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty
- 5282 CALLED/ORDERED TO ACTIVE DUTY**
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 C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station
 D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station
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- 5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT**
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 B. PCS Following TDY Pending Further Assignment
- 5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION**
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 B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion
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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
5294	ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE A. Authorization B. Additional Storage Time
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 B. Ordered from Shore Duty to Sea Duty 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 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 E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS F. Ordered from Sea Duty to an OCONUS Shore Duty PDS G. Ordered from Sea Duty to Sea Duty H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. 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 J. Unit Home Port Change Officially Announced K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action
5298	HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS A. General 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 C. Following Confinement without Discharge D. When the Member is Restored to Duty Following Appellate Leave

<u>Paragraph</u>	<u>Title/Contents</u>
5300	ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR A. General B. Change Imposed before HHG Are Turned over to a Transportation Officer C. Change Imposed after HHG Are Turned over to a TO D. Change Imposed after HHG Arrive at the Member's PDS E. Subsequent Authority
5302	HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE A. General B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement
5304	CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY
5306	MEMBER REDUCED IN GRADE A. Authorization B. NTS C. Former Grade D. Origin and Destination
5308	HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION A. Authorization B. Authority Limit
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 B. Transportation Authority C. Transportation Requests D. HHG Destination E. Transportation Reimbursement F. Transportation Time Limit G. NTS Exclusions
5312	HHG TRANSPORTATION INCIDENT TO IPCOT A. General B. Tours of Duty
5314	CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT
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 A. General B. Limitations C. When Authorized D. Storage E. Missing Status Termination F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member G. Administrative Instructions

<u>Paragraph</u>	<u>Title/Contents</u>
5318	<p>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</p> <ul style="list-style-type: none"> A. HOS Authorized B. Transportation to HOS Not Authorized C. Storage D. Member Undergoing Hospitalization/Medical Treatment E. Member Undergoing Education/Training F. Other Deserving Cases G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home H. Recalled to Active Duty before Selecting a Home I. Recalled to Active Duty after Selecting a Home J. Member on the TDRL Who Is Discharged or Retired K. Member Dies after Retirement/Release L. Member Ordered Home to Await Disability Retirement
5320	<p>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</p> <ul style="list-style-type: none"> A. General B. Storage C. Separation or Relief from Active Duty to Continue in the Service D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty G. Time Limit H. Member Ordered Home to Await the Results of Disability Proceedings I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions J. Enlisted Member Ordered to a College K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

Section A6: POV Transportation and Storage

Subsection A6a: CONUS POV Transportation

5322	<p>GENERAL</p> <ul style="list-style-type: none"> A. POV Transported by the Gov't B. POV Transported by Member
5324	<p>MEMBER POSSESSES MORE THAN TWO VEHICLES</p>
5326	<p>RESTRICTIONS</p> <ul style="list-style-type: none"> A. Unauthorized POV Transportation B. Commercial Travel at Gov't Expense C. Gov't Procured Transportation D. Mileage/MALT E. POV Storage F. POV Left in CONUS While Member is Stationed at an OCONUS PDS

Paragraph Title/Contents**5328 COST REIMBURSEMENT EXAMPLES**

- A. Example 1
- B. Example 2

Subsection A6b: OCONUS POV Transportation

5330 GENERAL

- A. Scope
- B. POV Transportation Allowances
- C. Authorization
- D. POV Shipment Information
- E. PBP&E Shipment not Allowed

5332 ELIGIBILITY**5334 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE****5336 POV SIZE LIMIT**

- A. Vehicle Weight Limit
- B. Excess Vehicle Weight
- C. Excess Cost Collection
- D. Car Ferry Transportation
- E. Combining POV Weight Limitations when Member Married to Member

5338 CARE AND STORAGE

- A. Gov't Responsibility
- B. POV not Claimed

5340 SHIPMENT METHODS

- A. Gov't/Commercial Transportation
- B. Personally Procured Transportation

5342 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS**5344 TRANSPORTATION AUTHORIZED**

- A. From Old to New PDS
- B. To First PDS
- C. Upon Separation/Retirement
- D. Related Shipment/Transportation

5346 TRANSPORTATION NOT AUTHORIZED

- A. POV Transportation when Transportation to the New PDS Is Not Permitted
- B. Subsequent Transportation

5348 RESTRICTED POV TRANSPORTATION**5350 PORTS/VPCS USED**

- A. General
- B. Designation of Ports
- C. Alternate Ports/VPCs
- D. Transshipment from a Designated Port/VPC

<u>Paragraph</u>	<u>Title/Contents</u>
5352	POV TRANSPORTATION TO/FROM PORTS A. POV Transportation from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS B. POV Transportation between OCONUS Port/VPC and OCONUS PDS
5354	TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP A. General B. POV Delivery/Pick-up Separate from PCS Travel C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route
5356	POV PURCHASED IN A NON-FOREIGN OCONUS AREA A. Restriction B. Exception
5358	RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE A. General B. Designated Delivery Date C. Mandatory Expense Reimbursement D. Reimbursement Limitations E. Examples
5360	REPLACEMENT POV SHIPMENT A. General B. Conditions C. Limitations
5362	POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES A. Official and Personal Situations B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port C. Incident to Alert Notice D. PDS Evacuation E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death F. POV Transportation for Dependent(s) Relocating for Personal Safety
5364	EXCESS COST COLLECTION
5366	POV TRANSPORTATION TIME LIMITATION A. Incident to Separation from Service or Relief from Active Duty B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay C. Incident to PCS
5368	TRANSPORTATION INCIDENT TO DIVORCE A. POV Legally Awarded to Former Spouse B. Conditions C. End of Transportation Authority

Paragraph Title/Contents

- 5370 FACTORS AFFECTING POV TRANSPORTATION**
- A. POV Transportation May Be Deferred
 - B. Error
 - C. Order Amended, Modified, Canceled or Revoked
 - D. Transportation before an Order Is Issued

Subsection A6c: POV Storage

- 5372 CARE AND STORAGE**
- A. Gov't Responsibility
 - B. Member Responsibility
 - C. Limitations
 - D. Additional POVs
- 5374 DEFINITION**
- 5376 GENERAL**
- A. General
 - B. Scope
- 5378 ELIGIBILITY**
- A. General
 - B. Storage
 - C. PCS Order Effective Date
- 5380 STORAGE IN LIEU OF SHIPMENT**
- A. General
 - B. Limitations
- 5382 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**
- A. General
 - B. Gov't-procured Transportation Available to and/or from Storage Facility
 - C. Gov't-procured Transportation Not Available to and/or from Storage Facility
 - D. Delivery/Pick-up
 - E. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved
 - F. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved
 - G. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route
- 5384 STORAGE FACILITIES USED**
- A. Designated Storage Facilities
 - B. Personally-procured POV Storage
- 5386 FACTORS AFFECTING POV STORAGE**
- A. Order Amended, Modified, Canceled, or Revoked
 - B. Storage before an Order is Issued
 - C. Time Limitation
- 5388 RESTRICTIONS**
- A. Vehicle Size
 - B. Combining POV Size Limitation when Member Married to Member
 - C. Other Excess Storage Costs

Paragraph Title/Contents**5390 CONTINUED POV STORAGE**

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

5392 FUNDS ADVANCE**Subsection A6d: POV Transportation ICW Early Return of Dependent(s) (ERD)****5394 POV TRANSPORTATION ICW ERD**

- A. OCONUS Dependent Transportation Authorized
- B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued
- C. Ex-Family Member Travel Incident to Divorce/Annulment
- D. Dependent Return to OCONUS Areas Authorized
- E. Authority on the Next PCS

Section A7: Mobile Home Transportation**5396 SCOPE**

- A. General
- B. Mobile Home Definition
- C. Additional Allowances
- D. Limitations
- E. Constructed Gov't Cost

5398 ELIGIBILITY

- A. General
- B. Acquisition
- C. Mobile Home Used as Residence
- D. Mobile Home Condition
- E. Authorized Movement

5400 FUNDS ADVANCE**5402 GEOGRAPHIC LIMITATIONS**

- A. Origin/Destination Points
- B. Appropriate Port
- C. Border Crossing Point
- D. Cost Limitation

5404 TRANSPORTATION

- A. Definition
- B. Member Married to Member
- C. Member Married to Employee
- D. Single Member/Concurrent Travel Performed
- E. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska
- F. Return from a PDS neither in CONUS nor Alaska
- G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement
- H. Delayed/Deferred Mobile Home Transportation

<u>Paragraph</u>	<u>Title/Contents</u>
5406	PERSONALLY PROCURED COMMERCIAL TRANSPORTATION A. Authorized Transportation B. Reimbursement C. Transportation Arrangements D. Paying the Carrier E. Transportation Costs
5408	PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER A. Reimbursement B. Origin/Destination within CONUS/Alaska C. Origin/Destination Is an Island within CONUS or within Alaska D. Origin/Destination Not in CONUS/Alaska E. Preparation F. RESERVED G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) H. Self-propelled Mobile Home Driven Overland I. Self-propelled Mobile Home Driven over Water (i.e., house boat) J. Mobile Home Moved by Overland Towing
5410	GOV'T PROCURED TRANSPORTATION A. Arrangements B. Gov't's Cost Obligation C. Written Agreement of Financial Responsibility D. Allowance Limitations E. Routing F. Costs Allowed G. Costs Not Allowed
5412	TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS
5414	MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH A. General B. Transportation C. Additional Moves--Member Reported as Missing for more than 1 Year D. Death of a Member E. Time Limit Extension
5416	EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER A. General B. Gov't Financial Responsibility C. Transportation Arrangements D. Authorized Circumstances
5418	MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES A. General B. Reimbursable Expenses C. Non-reimbursable Expenses D. Cost Constraints E. Ownership

<u>Paragraph</u>	<u>Title/Contents</u>
5420	MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES
	A. When Dependents Travel before the Member's PCS due to Official/Personal Situations
	B. Mobile Home Transportation Incident to Alert Notice
	C. Mobile Home Transportation Incident to Tour Extension
	D. Breakdown/Damage/Destruction of a Mobile Home En Route
	E. Improper Shipments
	F. Order Amended, Modified, Canceled, or Revoked
	G. Mobile Home Transportation from a Prior PDS
	H. Transportation before an Order Is Issued
	I. HHG Removed from a Mobile Home to Meet Safety Requirements
5422	STORAGE IN TRANSIT (SIT)
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	B. SIT Time Limits
	C. Order Amended, Modified, Canceled or Revoked
	D. Another PCS Order Is Issued after the Member Arrives at the New PDS
5424	MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD
	A. General
	B. Member Assigned to Full PCS Weight Allowance Area
	C. Member Assigned to Administrative Weight Restricted Area

Section A8: Pet Quarantine

5426	GENERAL
5428	PET QUARANTINE REIMBURSEMENT
5430	GENERAL PET INFORMATION
	A. Gov't-funded Pet Transportation Not Authorized
	B. Pet Quarantine Information
	C. U.S. Fish and Wildlife (FWS) Service Requirements
	D. Contact Information
	E. Related Restrictions
5432	TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

Section A9: Temporary Lodging

5434	CONUS TEMPORARY LODGING EXPENSE (TLE)
	A. Purpose
	B. TLE Authorized
	C. TLE Not Authorized
	D. Time Limitations
	E. Temporary TLE Increase
	F. Temporary Qtrs
	G. Reimbursement
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	I. Funds Advance
5436	OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

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- 5438 PURPOSE**
- 5440 DEFINITION OF TERMS**
A. Member with Dependent(s)
B. Member without Dependent(s)
- 5442 DLA AUTHORIZED**
A. Member with Dependent(s)
B. Member without Dependent(s)
C. Household Relocation Incident to Alert Notification
D. DLA when a Member Married to Member Couple Is Transferred to a New PDS
E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence
F. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS
G. PCS between PDSs Not in Proximity to Each Other
H. Dependent Movement to/from a Designated Place
I. Transfer to CONUS Hospital
J. Inter-service Transfer
K. Order Amended, Modified, Canceled, or Revoked
L. Member without Dependents Assigned to Two Crew Nuclear Submarine (SSBN)
M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status
N. In Place Consecutive Overseas Tour (IPCOT)
O. Early Return of Dependents
P. Member Who Has No Dependents and Is Assigned to a Ship
Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation
R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs
S. Both Spouses below Grade E-6 Assigned to Sea Duty
T. ITDY
- 5444 DLA NOT AUTHORIZED**
- 5446 PARTIAL DLA ELIGIBILITY**
A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience
B. Partial DLA Not Authorized for Local Moves
- 5448 DETERMINING AMOUNT PAYABLE**
A. General
B. Dependent Authorized to Relocate ICW PCS but Delays Travel
- 5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA**
A. General
B. Exceptions
C. Application of Fiscal Year Limitation on DLA Payment
- 5452 DLA RATES**
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B. Secondary DLA Rates
C. DLA when a Member-Married-to Member Couple is Transferred

Paragraph Title/Contents**PART B: CIVILIAN EMPLOYEES ONLY****Section B1: General**

5500	SCOPE A. General B. Two or More Family Members Employed C. Employee Married to Uniformed Service Member D. Travel Order Issuance
5502	ELIGIBILITY A. PCS Travel in the Gov't's Interest B. PCS Allowance Eligibility C. PCS Limitation Policy
5504	ELIGIBILITY AND ALLOWANCES TABLE A. Table 1:- Eligibility Table B. Tables 2 -11: Allowances C. Table 1: Eligibility Table D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS F. Table 4: Transfer between Official Stations in the CONUS G. Table 5: Transfer from CONUS to an Official Station OCONUS H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS I. Table 7: Transfer between OCONUS Official Stations J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation K. Table 9: Last Move Home for SES Career Appointees upon Separation L. Table 10: Temporary Change of Station (TCS) M. Table 11: Assignment under the Gov't Employees Training Act
5506	PCS ORDER
5508	FUNDS ADVANCE A. HHG Transportation and SIT Using the Commuted Rate Method B. HHG Non-Temporary Storage (NTS) C. Temporary Quarters Subsistence Expenses (TQSE) D. Real Estate Transaction and Unexpired Lease Expense Allowance E. POV Transportation and Emergency Storage
5510	PCS COUNSELING A. Effective Date of Transfer B. PDT Counseling
5512	REASSIGNMENT/TRANSFER ADVANCE NOTICE A. General B. Short Distance Moves C. Advance Notice Period
5514	PCS REIMBURSEMENT PROVISIONS A. General B. Effective Date

<u>Paragraph</u>	<u>Title/Contents</u>
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5518	TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION <ul style="list-style-type: none">A. GeneralB. Employee Married to Employee/MemberC. Time LimitsD. Restrictions
5520	TRAVEL AND TRANSPORTATION REIMBURSEMENT <ul style="list-style-type: none">A. Authorized PCS AllowancesB. Allowance RestrictionsC. Discretionary PCS Allowances
5522	PCS MOVEMENTS <ul style="list-style-type: none">A. GeneralB. Travel and Transportation AllowancesC. Agreements/Service Requirements/Violation AgreementsD. Alternate Origin and/or Destination Limitation

Section B2: Employee Travel and Transportation

Subsection B2a: General

5524	TRAVEL AND TRANSPORTATION OPTIONS
5526	TRAVEL TIME <ul style="list-style-type: none">A. GeneralB. Elapsed Time Is Less than AuthorizedC. Additional Travel Time
5528	REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM <ul style="list-style-type: none">A. Mandatory DoD PolicyB. ReimbursementC. Per DiemD. Transportation in Kind Plus Per Diem
5530	MIXED MODE TRAVEL <ul style="list-style-type: none">A. GeneralB. Mixed Modes Travel Time
5532	PCS TO, FROM, OR BETWEEN OCONUS POINTS <ul style="list-style-type: none">A. GeneralB. When only Land Travel Is InvolvedC. Transoceanic TravelD. Indirect/Circuitous Travel Reimbursement

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- 5534 GENERAL**
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B. PCS Travel Delayed for Reasons Beyond the Traveler's Control
C. Per Diem Rates for PDT
- 5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**
A. General
B. Overnight Stop/TDY Site
C. New PDS Rate
- 5538 PARTIAL TRAVEL DAYS**
- 5540 SAME DAY TRAVEL**
- 5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)**
- 5544 TRAVEL BY COMMERCIAL SHIP**
- 5546 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**
A. Example 1
B. Example 2
C. Example 3
- 5548 PER DIEM ALLOWANCE ELEMENTS**
A. Maximum Lodging Expense
B. Lodging Tax
C. M&IE
- 5550 'LODGING PLUS' PER DIEM COMPUTATION METHOD**
A. General
B. Per Diem Computations
- 5552 PER DIEM COMPUTATION**
A. General
B. HHT
C. En Route Travel to the New PDS
D. Separation Travel
E. Per Diem Computation Examples
- 5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT**

Subsection B2c: Special or Unusual Circumstances

- 5556 FIRST DUTY STATION TRAVEL ELIGIBILITY**
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B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: UNIFORMED MEMBERS ONLY****SECTION 2: MEMBER TRAVEL AND TRANSPORTATION****SUBSECTION b: PER DIEM****5026 GENERAL****A. 'MALT Plus' Flat Per Diem.**

1. A MALT Plus' flat per diem at the [Standard CONUS per diem rate](#) is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. 5012.
2. Each member traveling in a POC is authorized the [Standard CONUS per diem rate](#).

B. Gov't Qtrs and/or Mess. If used, Gov't Qtrs and/or mess have no effect on the per diem amount paid.**5028 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**

A. General. The 'new PDS' per diem rate and the computation in par. 4280 are used for PCS travel when transportation is personally procured (par. 5014), or furnished as transportation-in-kind (par. 5014-D), for separate legs of a journey (par. 3035).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 4280.
2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

D. New PDS is a Ship. See par. 5022.**5030 PARTIAL TRAVEL DAYS**

The 75% rate in par. 4065-A applies to departure and arrival days at:

1. PDSs,
2. Designated places,
3. Safe haven (when PCS travel is via a safe haven location).
4. COT leave locations when 'Lodgings-Plus' per diem is paid.

5032 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 4280).

5034 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

*See Ch 3, Part I.

5036 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for a traveler and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, *except* on embarkation and debarkation days.

5038 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

The following are examples of per diem computation, when Gov't or commercial transportation is used. The examples also cover crossing the international dateline (IDL).

A. Example 1

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Traveler spends \$150 for lodging on 17 February. POE per diem rate is \$291 (\$193/ \$98). POE is not the local terminal for the old PDS. Traveler spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/ \$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
17 Feb	75% x \$98 = \$73.50 + \$150 (\$150 is less than \$193) =		\$ 223.50
18 Feb	\$51 (destination M&IE rate) =		51.00
18 Feb	\$51 + \$100 (\$100 is less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate) =		<u>29.25</u>
Total Reimbursement			\$454.75

B. Example 2

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Traveler spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/\$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
18 Feb	75% x \$51 (destination M&IE rate) =		\$ 38.25
18 Feb	\$51 (destination M&IE rate) plus \$100 (\$100 less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate)		<u>29.25</u>
Total Reimbursement			\$218.50

C. Example 3

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is \$177 (\$126/ \$51).			
M&IE for new PDS is \$39.			
REIMBURSEMENT:			
5 Mar	75% x \$39 (new PDS rate) =		\$ 29.25
5 Mar	75% x \$39 (new PDS rate) =		<u>29.25</u>
Total Reimbursement			\$58.50

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CH 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION a: GENERAL****5070 SCOPE**

- A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.
- B. HHG Transportation. See par. 5172.
- C. Mobile Home Transportation. See par. Ch 5, Part A7
- D. Special Circumstances Travel and Transportation. See Ch 7.
- E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.
- F. Travel Authority. Authority for dependent's travel must be included in:
 - 1. The PCS travel order,
 - 2. An amended travel order, or
 - 3. A supplemental travel order.
- G. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.
- H. Early Return of Dependent(s) (ERD). See Ch 5, Part A3c.
- I. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.
- J. Receipt Requirements. See par. 2710.

5072 ELIGIBILITY

- A. General
 - 1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.
 - 2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.
 - 3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.
 - 4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies a member on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under par. 5092.

B. Dependent Age and Travel Eligibility

1. General

- a. Except as in 5088-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS order effective date (App A).
- b. If dependency status no longer exists when travel begins, no authorization exists.

2. Age Changes

- a. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS order effective date.
- b. When travel begins more than 60 days after the PCS order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60th day.
- c. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. 5094. When dependent travel:
 - (1) Begins on/before the PCS order effective date and ends after the PCS order effective date, per diem is based on the age on the PCS order effective date;
 - (2) Ends before the PCS order effective date, per diem is based on the age on the date travel ends;
 - (3) Begins 60 or fewer days after the PCS order effective date, per diem is based on the age on the date travel begins; or
 - (4) Begins more than 60 days after the PCS order effective date, per diem is based on the age on the 60th day after the PCS order effective date.

3. Delayed Travel to an OCONUS Area

- a. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. 5114) is determined under par. 5072-B2.
- b. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

4. OCONUS Travel

- a. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey.
- b. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. 5072-B2 and 5072-B3.
- c. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date.
- d. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on

the date travel begins from the POD provided there is no undue delay for personal reasons.

e. A member is liable for costs associated with undue delay for personal reasons.

5. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized

a. When a member is directed to perform TDY en route by a PCS order to a PDS the dependent is authorized to travel, and dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.

6. TDY Directed ICW PCS to a Dependent Restricted Tour

a. When a member is directed to perform TDY en route by a PCS order to a dependent restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the PCS order effective date, authorization is based on the dependent's age on the 60th day after order effective date.

5074 AUTHORIZATION

A. General.

1. A member is authorized dependent PCS travel and transportation allowances (except as in par. 5076) for travel between authorized points.

2. POC use for PCS travel, other than transoceanic, is to the Gov't's advantage.

B. Travel and Transportation Allowances. Except for travel by mixed modes, PCS travel and transportation allowances for a dependent are:

1. Transportation-in-kind (par. 5014-D) plus per diem (par. 5094); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5014) plus per diem (par. 5094); or

3. MALT (par. 5164) for POC travel, plus per diem (par. 5094) for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

C. Deferred Dependent Travel

1. If a member elects not to move a dependent when authorized, the dependent travel and transportation allowances for a still-eligible dependent are payable incident to a subsequent PCS NTE the greatest of the distances to the new PDS from the:

a. HOR/PLEAD (unless moved to the HOR/PLEAD ICW a move to 'another location' IAW par. 5090); or

b. Designated place; or

c. PDS from which the member elected not to move the dependent; or

d. Last PDS.

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

5076 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. A member is not authorized dependent travel and transportation allowances when a member is:

1. A cadet or midshipman;
2. Assigned to a school/installation as a student, if the course of instruction is less than 20 weeks (except as in par. 2240-B);
3. An RC enlisted member called/ordered to IADT for less than 6 months;
4. Called/ordered to active duty for training for:
 - a. Fewer than 140 days; when the active duty for training period contemplated by an order is for fewer than 140 days. Exception: Par. 2240-B, "TDY" training of 140 or more days, but not more than 180 days, or
 - b. 140 or more days when the active duty is at more than one location, but less than 140 days (except as in par. 2240-B) at any one location; or
5. Called to active duty (for other than training) for:
 - a. 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or
 - b. More than 180 days at one location but authorized per diem IAW par. 7355-F2b(2).

B. Dependent-Related Circumstances. Dependent travel and transportation allowances are not allowed when a dependent:

1. Is a member on active duty, on the PCS order effective date (see par. 5088-H for travel and transportation allowances after the spouse is no longer on active duty);
2. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued (par. 5084). Transportation must not be furnished before a PCS order is issued.;
3. Is not a dependent (except as in par. 5088-B) on the PCS order effective date (App A). Authorization for allowances in pars. 5088-H (spouse separates/retires from service after the member's PCS order effective date) and 5150 (dependent's travel and transportation is incident to an IPCOT) is unaffected.;
4. Receives any other Gov't-funded travel and transportation allowances for this travel;
5. Is a member's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5088-B) as defined in App A1, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
6. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957). See par. 5088-I for travel authorization when legal custody and/or control changes after the PCS order effective date.

- C. Dependent Travel-Related Circumstances. Dependent travel and transportation allowances are not authorized:
1. For any part of a journey that a U.S. certificated ship/airplane is available, but a foreign registered ship/airplane is used. Per diem is payable.
 2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (par. 7155-F1b), the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member.
 3. When dependent transportation is made available (whether used or not) by a foreign Gov't, at no cost to the U.S. or the member, under a contract/agreement with the U.S. Per diem is payable.
 4. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. 9000-B3 and 9000-B4; unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS (see pars. 5120-C, 5120-E, and 5122).
 5. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the:
 - a. Member voluntarily extends the term of service to permit completion of the prescribed tour, or
 - b. Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis.
 6. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
 7. To a TDY station (when a member is assigned to indeterminate TDY, or
 8. When the member is:
 - a. AWOL;
 - b. A deserter or straggler;
 - c. Dropped or dismissed;
 - d. Transferred as a prisoner to a detention facility;
 - e. Transferred to a different location to await trial by court-martial; or
 - f. In confinement, except as in par. 5150-B8, 5148-A, or 5148-B.
- D. Remaining Service Requirement. A member is not authorized dependent travel and transportation allowances to an OCONUS PDS when the:
1. Dependent is not command sponsored prior to travel commencement, or
 2. Member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless exempt under pars. 5112 and 5118.

5078 TIME LIMITATION

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

5080 FUNDS ADVANCE

- A. General. Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e.
- B. Separated from the Service/Relieved from Active Duty. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service/relieved from active duty under par. 5066-A5 may be paid a travel advance for dependent(s) transportation, IAW par. 5138-F, in an amount equal to 75% of the amount for the least costly available transportation mode.
- C. Retirees. Retirees may be advanced travel and transportation allowances for dependent travel.
- D. Other Members. Any other member authorized dependent transportation ICW separation/relief from active duty, may be advanced an amount equal to 75% of the MALT.

5082 TRANSOCEANIC TRAVELA. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is not required to use Gov't air transportation. If the dependent agrees to use Gov't air transportation, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, reimbursement is IAW par. 5018-C4a.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless:
 - a. The family agrees to be, or
 - b. Military necessity requires the member to travel separately.
2. Medically Inadvisable Condition
 - a. A medically inadvisable condition is not limited to physical disability.
 - b. If a member has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.
 - c. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel.
 - d. The member and the AO must each be furnished a copy of the written medical determination.

3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Ch 3 for stateroom standards and required use of U.S. registry ships.

4. Member Directed to Use Gov't/Gov't Procured Transportation. Par. 5018-C4 does not apply for directing a member to use Gov't/Gov't procured transportation when a medical condition prevents a family member's travel by aircraft.

*C. Travel by Oceangoing Car Ferry. See Ch 3, Part I and pars. 5018-C and 5094.

5084 DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED

A. General. A member, authorized dependent travel and transportation allowances, is authorized the allowances in par. 5074-A for a dependent's travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued.

B. Order to be Issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that an order is to be issued (52 Comp. Gen. 769 (1973)).

C. Travel Voucher. Any voucher must be supported by a statement, from the PCS AO/designated representative, that the member was advised IAW the requirements of par. 5084.

D. Exceptions. This par. does not apply to travel in Ch 5, Parts C3 and C4 and par. 6020.

5086 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

A. General. A dependent traveling at Gov't expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents/funds needed to purchase authorized transportation have been lost or stolen.

B. Member Consent. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished.

C. Financial Obligation. The cost of the documents issued must be charged to the member IAW Service regulations.

5088 FACTORS AFFECTING DEPENDENT TRAVEL

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. 5076 who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, IAW this par.

1. While on Duty at a Station to which Dependent Travel Is Authorized

a. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS.

b. Travel authorization from the dependent's location on the PCS order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part.

c. A dependent temporarily absent from the old PDS at the time an order is received is subject to par. 5088-E.

d. No travel to an OCONUS PDS may be authorized/approved under par. 5088-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

2. While on Duty in a Dependent Restricted Tour Area

a. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized.

b. Authorization is from the dependent's location on the PCS order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place the dependent remained/ moved at personal expense, when the member was transferred to the dependent restricted tour area.

B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense

1. A member is authorized travel and transportation allowances for the following personnel transported at Gov't expense to the member's OCONUS PDS, but who no longer qualify as a dependent, a:

a. Parent,

b. Stepparent, or

c. Person in loco parentis; and/or

d. An unmarried child who turns:

(1) 21 years old, or

(2) 23 years old, and loses student status while the member is serving OCONUS,

2. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

a. U.S. or a non-foreign OCONUS location, or,

b. The dependent's native country if the dependent is foreign-born. *See par. 5098-B9.*

3. Travel under par. 5088-B must be completed within 6 months after the member completes personal travel from the OCONUS PDS incident to a PCS.

4. If a member, entitled to basic pay, dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances IAW par. 5152-D1.

C. Dependent Acquired on or before the PCS Order Effective Date

1. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS.

2. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (par. 5122).

3. For Service Academy graduates, see par. 5110-B.
4. This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS (pars. 5076-C4 and 5076-C6). 42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972.

D. Order Amended, Modified, Canceled or Revoked after Travel Begins

1. When a PCS order is:
 - a. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or
 - b. Canceled or revoked,

the dependent's travel and transportation allowances are authorized.

2. Allowances are payable for the distance:
 - a. From the place the dependent began travel to the place notification was received that the order was amended, modified, canceled or revoked, and
 - b. From that location to the new PDS or return to the old PDS,

NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

E. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received. The member is authorized dependent travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependent returns to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

F. PCS while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

G. Dependent En Route to the New PDS at the Time of the Member's Death

1. When a member dies after a dependent begins travel under PCS order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS.
2. For additional allowances, see par. 5152.

H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date. A member:

1. Who performs PCS travel, and
2. Whose spouse on the PCS order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

I. Legal Custody of Children Changes after the PCS Order Effective Date**1. Dependent travel and transportation allowances are:**

- a. Not authorized for a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957).
- b. Authorized when the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS order effective date.

2. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent, or a child's election to join a member following lapse of a court order at age 18.

5090 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

A. General. This par. does not apply to travel to and/or from a DESIGNATED PLACE (App A). For this Part, the place the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

B. Authorization. A member in receipt of a PCS order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS.

C. HHG Transportation. See pars. 5172-B1 and 5206-B2b.

D. Transoceanic Travel. See pars. 5082 and 5094.

5092 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**A. General**

1. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates in pars. 5092-B and 5092-C, limited to the greater of:

- a. MALT for the official distance between authorized points at the rate in par. 2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. 5094 for the constructed travel time between the authorized points; or
- b. What it would have cost if Gov't procured transportation had been used for travel between authorized points, plus a per diem as in Ch 4, Part B for the time required for travel between authorized points.

2. If Gov't procured transportation is used, the Gov't procured transportation cost is subtracted from the allowances.

B. MALT Rate**1. Dependent Travels with the Member in the Same POC**

- a. The MALT rate in par. 2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS.
- b. There is no additional MALT for the dependent travel.

2. Dependent Travels in a Separate POC

- a. The MALT rate in par. 2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS.
- b. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. 5094-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. 5094-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: UNIFORMED MEMBERS ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)****5096 GENERAL**

A. Scope. This par. covers situations in which dependent(s) return before the member's PCS, in the Gov't's best interest.

B. Authorization. An order for dependent travel under this par. must cite the specific paragraph (par. 5098, 5100, or 5102) under which the travel is authorized.

C. Official Notice of PCS

1. The dependent must begin travel under par. 5098, 5100, or 5102 before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, par. E4.5.5).

2. Discussion/negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.

D. Evacuation Travel. See Ch 6 for dependent evacuation travel.

E. HHG Transportation ICW ERD. See Ch 5, Part A5i.

*F. POV Transportation ICW ERD. See Ch 5, Part A6d.

G. Foreign National to Native Country. If approved by the Secretary concerned, return of dependents for foreign nationals may be authorized to any location within the country of the dependent's origin even when the member is stationed within the same country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

Example: Member is married to a foreign national whose country of origin is Germany. The member is assigned to Munich, Germany and the dependents' home town is Hamburg, Germany. If a circumstance under Ch 5, Part A5i occurs that causes the dependent to be returned to Hamburg, then travel and transportation allowances may be authorized, to include HHG, for the dependent(s).

5098 OFFICIAL SITUATIONS

A. Incidents. When a command sponsored dependent of a member stationed in a foreign country becomes involved in an incident that:

1. Is embarrassing to the U.S.; or
2. Is prejudicial to the command's order, morale, and discipline; or
3. Gives rise to conditions in which the dependent's safety can no longer be ensured because of adverse public feeling in the area or because of force protection and antiterrorism considerations.

B. Dependent Travel Authorized to a Designated Place

1. Dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS/non-foreign OCONUS area, or, if the dependent is foreign born to a designated place in the dependent's native country.
2. While a member serves an OCONUS dependent restricted tour, the dependent who was command sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign born dependent who moved at Gov't expense to the spouse's native country (par. 5116-A4), are eligible for dependent travel and transportation allowances under par. 5098.
3. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.
4. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. 5098-A3.
5. A dependent in par. 5098-A1 and 5098-A2 may not move again at Gov't expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT.
6. If the dependent(s) returns at personal expense and is command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.
7. Dependent travel and transportation is in addition to, and has no effect on, the authority for dependent travel and transportation allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).
8. The Secretary Concerned may delegate this authority to:
 - a. The headquarters that directs the Service's dependent transportation policies/procedures for travel to a foreign born dependent's native country, or
 - b. The installation commander (O-6 or higher) or the commanding officer of the unit to which the member is assigned for
CONUS/non-foreign OCONUS designated places.

5100 NATIONAL INTEREST

- A. Dependent Travel Authorized to a Designated Place. When the Secretary Concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander/designated representative may authorize travel and transportation allowances for a command sponsored dependent(s) from the OCONUS area to a designated place, or, if the dependent(s) is foreign born, to a destination in the dependent's native country.
- B. Subsequent Authority. When the determining official in par. 5100-A later determines that the national interest no longer requires the absence of a dependent(s) from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. 5074-A is authorized dependent travel and transportation allowances from the designated place/foreign OCONUS location to the current PDS to which dependent travel is authorized.

5102 PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**A. General**

1. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command sponsored dependent(s) may be authorized through the Secretarial Process under this par. to a designated place in the:
 - a. CONUS/non-foreign OCONUS area, or,
 - b. Dependent's native country, if the dependent is foreign born (see par. 5096-G).
2. A command sponsored dependent, of a member serving an OCONUS dependent restricted tour, is eligible for travel and transportation allowances under this par. if the dependent:
 - a. Remains at the member's old OCONUS PDS after the member's PCS, or
 - b. Is foreign born and moves at Gov't expense to the spouse's native country.
3. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under this par. when the circumstances in par. 5102-B8 apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.
4. Travel under pars. 5102-B5 and 5102-B8, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.
5. ERD may be approved, when return travel is for the reasons in pars. 5102-B2 and 5102-B5 (B-195708, 17 October, 1979).
6. Except for travel for the reasons in pars. 5102-B2 and 5102-B5, when a dependent travels without an order under circumstances described in Ch 5, Part A5i, no reimbursement for such travel is authorized even though an order is later issued under par. 5276-C4 (B-157765, 15 November, 1965).

B. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under this par. are limited to the following:

1. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's wellbeing;
2. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependent(s) requires, in the opinion of the authorizing/approving authority, that the minor dependent(s) be transported to a place at which proper care may be maintained;
3. Educational facilities or housing for dependent(s) is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependent(s) began to travel to the member's OCONUS PDS is required. (B-156558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));
4. Conditions in an OCONUS theater are such that, although the evacuation of a dependent(s) is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and wellbeing. Such determinations must be made by the COCOM Commander and considering the recommendation of the Service concerned major commander in the area. (Determination authority may be delegated no lower than general/flag officer rank in the respective COCOM Commander's

headquarters.);

5. This circumstance must be evidenced by the authorizing/approving official's statement and must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978)). The best interests of a member, and/or the dependent(s), and/or the Gov't are served by the movement of one or more dependents because of:

- a. Compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature; or
- b. Other situations which have an adverse effect on the member's performance of duty.

6. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

7. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

- a. Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

- b. Such early return is in the best interest of the member, or dependent(s), and the U.S.;

8. A 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 or 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 (63 Comp. Gen. 135 (1983)).

9. In each circumstance above, it must be shown that dependent travel is in the Gov't's best interest.

10. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move.

11. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem/situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem.
12. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained.
13. If the member's situation does not meet the criteria, the request must be denied. Early return of a dependent(s) under par. 5102-B must be employed judiciously; it is a last resort.
14. The Secretary Concerned may delegate the authority in par. 5102-B to:
 - a. The headquarters that directs the Service dependent transportation policies or procedures for travel to a foreign born dependent's native country, or
 - b. An officer (O-5 or higher or civilian employee equivalent), who is the activity commander level, support group commander, or the unit commanding officer, to which the member is assigned for travel to CONUS/non-foreign OCONUS location (DoDI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
15. For dependent travel under par. 5102-B8, decision authority rests with the officer exercising special/general court martial jurisdiction over the member.
16. Except for travel under par. 5102-B8, a dependent must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS.
17. The AO must cite, in the dependent's travel order, the specific item above that applies. Travel and transportation allowances provided under pars. 5102-B8a through 5102-B8h may not exceed the cost from the member's last/ former OCONUS PDS or the place to which dependent was last transported at Gov't expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. Under par. 5102-B8i, such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required under this par., must support the transportation procurement documents for allowances under this par.

C. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at Gov't expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

D. Subsequent Authority. Authority for dependent travel and transportation allowances:

1. Is in addition to, and has no effect on, the authority for such allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).
2. Under par. 5074-A, whose dependent was not returned to an OCONUS area under par. 5102-C, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under Ch 5, Part A5i to the destination authorized in the reassignment order.

5104 DIVORCE OR ANNULMENT

A. General

1. A member permanently stationed OCONUS whose marriage is terminated by divorce/annulment, may be authorized travel and transportation allowances for a former family member.
2. The former family member must have been a formerly command sponsored dependent, as defined in App A,

residing with the member OCONUS as specified in this par. (53 Comp. Gen. 960 (1974)).

3. The member, who was the former sponsor, should request movement of a former family member(s). If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

B. Conditions. Movement of a former dependent(s) must be in the best interest of the:

1. U.S.,
2. Member, and
3. Former dependent(s) concerned.

C. Authorization. Movement of a former family member(s) must be specifically authorized through the Secretarial Process.

D. Points between which Transportation May Be Authorized. The official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:

1. The U.S. or in a non-foreign OCONUS location, or
2. The native country if the former dependent is foreign born.

E. Allowances

1. If transportation is not provided by the Gov't/Gov't procured means, reimbursement for personally procured commercial transportation, and POC travel is IAW par. 5074-A.
2. Per diem is payable under par. 5094.
3. The allowances authorized by this par. are payable to the member, but may be paid directly to the former spouse when the member authorizes direct payment (B-193430, 21 February 1979).

F. Time Limits

1. Travel must be completed:
 - a. Within 1 year after the final divorce decree/annulment effective date, or
 - b. 6 months after the date the member completes personal PCS travel from the OCONUS PDS,whichever occurs first (53 Comp. Gen. 960 (1974)).
2. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.
3. Six Month Time Limit
 - a. The 6 month time limit may be extended if authorized/approved for not more than 6 additional months by the commanding officer/designated representative at the duty station at/near which the dependent(s)/former dependent(s) is located.
 - b. Authorization/approval must be justified:
 - (1) On an individual case basis, and

(2) Only when the delay is not for personal preference.

c. The 6 month time limit extension may be granted for reasons such as:

(1) Hospitalization,

(2) Medical problems, and

(3) School year completion

that requires that a family member remain OCONUS past the 6 month limit (61 Comp. Gen. 62 (1981)).

d. If an extension to the 6 month time limit is authorized/approved, travel must be completed within 1 year of whichever occurs first:

(1) Final divorce decree/annulment effective date; or

(2) Date the member completes personal travel from the OCONUS PDS incident to a PCS.

G. Return of an OCONUS Dependent

1. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement change, or other legal arrangements, a former family member again becomes dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

a. Member has not received a PCS order, but otherwise would be authorized dependent travel and transportation allowances under par. 5074-A;

b. Dependent's return is for the Gov't's convenience;

c. Dependent is command sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and

d. Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. 5104-D.

2. Remarriage

a. If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at Gov't expense is not authorized.

b. If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

H. Subsequent Authority Not Affected. Travel of a former family member is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)).

5106 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**A. General**

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this par. if it is determined by the Service designated official that:
 - a. The member has committed a dependent abuse offense against a member's dependent;
 - b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; and
 - d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
 - a. Member or member's dependent(s), and
 - b. U.S. Gov't.

B. Definitions

1. **Dependent Child**. For the purposes of this par., the following is a member's dependent:
 - a. Dependent/acquired dependent as defined in App A; and
 - b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.
2. **Dependent Abuse Offense**. A dependent abuse offense is conducted by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. **Restriction**. HHG/POV transportation may be authorized only if the member's written agreement, or an order of a court of competent jurisdiction, gives HHG/POV possession to the member's spouse/dependent.

D. Authority

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent(s), baggage, and HHG; transportation may be authorized for the member's dependent(s), baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent(s) is a foreign national to the dependent's native country.
2. Transportation in kind, transportation reimbursement, or 'MALT Plus', is authorized for the dependent(s).
3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the member's dependent's personal use.
4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. **Reimbursement**. IAW [37 USC §476\(h\)\(4\)\(A\)](#), all monetary payments, *except DLA*, are paid directly to the dependent instead of to the member.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 4: POC USE ON PERMANENT DUTY TRAVEL****5154 POC USE****A. Use of One or Two POCs**

1. A traveler, authorized dependent travel and transportation allowances under par. 5074, is authorized MALT (par. 2605-B) when travel is performed.
2. When a traveler and dependent(s) relocate on a PCS move, reimbursement is authorized for two POCs, if used, and car ferry fees for each POC.
3. Except when using more than 2 POCs (par. 5154-B) the MALT rate authorized for dependent travel is for the use of one or two POCs.
4. The traveler may be reimbursed for use of two POCs, by dependents, only if the traveler travels by other than POC.
5. The traveler is not reimbursed automatically for three POCs to allow the traveler to use one and the dependents to use two.
6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POC..

B. Use of More than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PDT, may be authorized/approved, through the Secretarial Process.
2. Examples of When More than Two POCs Are Routinely Authorized/Approved
 - a. There are more family members (i.e., traveler and dependent(s)) than reasonably can be transported, together with luggage, in two POCs;
 - b. Because of age or physical condition, a family member needs special accommodations in one POC and second and third POCs are required for the other family members;
 - c. A traveler must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POC;
 - d. Dependents perform unaccompanied travel:
 - (1) Between authorized points other than those for the traveler's travel (e.g., travel to a designated place or to the new PDS when the traveler has TDY en route); or
 - (2) To the new PDS in advance of the traveler's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POC.

e. Special circumstances not included in this subpar. exist as determined through the Secretarial Process, (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried).

f. Possession of more than 2 POCs with more than 2 licensed drivers in the family does not constitute a special circumstance. **Example:** A traveler, spouse and 2 teenage drivers with 4 POCs does not constitute a special circumstance and reimbursement for more than 2 POCs is not authorized based solely on these facts.

*3. MALT

*a. When reimbursement for the use of more than two POCs is authorized/approved, MALT applies for each POC.

*b. If the same POC is used for more than one trip, MALT applies for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. Example: The traveler drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the traveler makes a second trip in which the traveler and one of the already transported children return to transport two remaining children. The traveler is paid MALT for the one way official distance between the old and new PDSs on the second trip).

4. Documentation. Documentation is IAW Service regulations.

5156 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT (par. 2605) is determined by the official distance for the PDT.

B. Authorized Traveler(s)

1. An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/civilian employee travels as an authorized traveler in the same POC, only the authorized traveler incurring expenses is authorized MALT for the official distance.

3. The traveler who is authorized MALT is also authorized reimbursable expenses.

4. Examples

a. Example 1: A traveler married to traveler couple, each on a PCS order, and their two children travel together in one POC. One traveler is paid MALT for the official distance and all reimbursable expenses.

b. Example 2: Three unrelated travelers, each on a PCS order, travel together in one POC between two PDS locations. The traveler receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to Gov't civilian employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the Gov't civilian employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.

2. Only the traveler receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC use on official travel.
4. A traveler may be eligible to submit a claim for repairs to POCs used for official travel, using Service procedures, under [31 USC §3721](#).

5158 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

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

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

for the most direct route.

B. Traveler Driven to the Transportation Terminal. If a family member drives the traveler to and/or from the transportation terminal, it is presumed that the traveler incurs the expense.

5160 PARKING, TOLLS AND OTHER COSTS

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

5162 TRANSOCEANIC TRAVEL BY POC

A. General

1. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the Gov't's advantage, and is used by the traveler for the entire distance between duty stations, reimbursement is on a 'MALT Plus' basis for the traveler/dependent(s) for the official distance involved.
2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5018-C1.

B. Transoceanic Travel by Privately Owned Boat

1. When the traveler travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non-capacity controlled city pair airfare.
2. *Capacity controlled city pair airfares are never used for cost construction.*
3. Per diem and travel time are based on the air travel time ([59 Comp. Gen. 737 \(1980\)](#)).

C. Travel Partly by POC and Partly by Common Carrier. When POC travel has been authorized as prescribed in par. 5162-A, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. 5016.

5164 'MALT PLUS' FOR POC TRAVEL

A. General

1. PCS travel by POC is to the Gov't 'S advantage (except for transoceanic travel).
2. A traveler traveling by POC is authorized 'MALT Plus'.
3. MALT (par. 2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel.
4. The 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time.
5. Lodging-Plus computed per diem/AEA (Ch 4, Part B or C) may not be paid for the same day as MALT- Plus per diem.

B. Per Diem/AEA. Per diem/AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center except when prohibited by par. 5066-A3 or 5068-A3.

C. Lodging-Plus

1. Lodging-Plus computed per diem is paid on any day that 'MALT Plus' and a Lodging-Plus computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal).
2. MALT is authorized in addition to Lodging-Plus computed per diem.

5166 POC TRAVEL PROHIBITED

A. General

1. Each Service may issue regulations under which AOs may prohibit a member from using a POC when traveling as an individual.
2. This is not the same as members traveling together under an order directing no/ limited reimbursement.

B. Authorization. A PCS order prohibiting POC transportation is without effect if there are no Service regulations authorizing it.

C. Transportation Mode Directed. If the transportation mode is directed see:

1. Par. 5020 when an order states that POC travel is prohibited, or specifically directs a particular transportation mode, and
2. See par. 3220 for additional information on directed transportation mode.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION b: OCONUS POV TRANSPORTATION****5330 GENERAL**

- A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. POV Transportation Allowances. *POV transportation allowances are discretionary.*
- C. Authorization. POV transportation is authorized unless restricted by the AO or Service regulations.
- D. POV Shipment Information. Other requirements related to POV transportation, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).
- E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. **(ADAPTED FROM JTR)**

5332 ELIGIBILITY

POV transportation may be authorized for member/dependent(s) use when ordered to make a PCS:

1. From a CONUS PDS to an OCONUS PDS,
2. Between two OCONUS PDSs,
3. From an OCONUS PDS to a CONUS PDS, or
4. A change in a ship's home port is authorized.

5334 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov't expense.

5336 POV SIZE LIMIT

- A. Vehicle Weight Limit. When authorized, one POV, NTE 20 measurement tons, may be transported at Gov't expense.
- B. Excess Vehicle Weight. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (pars. 1015-C2h, 2000-D and 2125) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
- C. Excess Cost Collection. Excess cost collection is IAW Service regulations.
- D. Car Ferry Transportation. This par. does not apply to travel aboard car ferries.

E. Combining POV Weight Limitations when Member Married to Member

1. The 20 measurement tons limitation may be combined to transport one larger POV at Gov't expense in lieu of transporting two POVs for an eligible member married to member couple during the transfer of both members, each under a PCS order.
2. Payment for transporting the vehicle may not exceed the total cost the Gov't would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

5338 CARE AND STORAGE

A. Gov't Responsibility. The Gov't's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to:

1. The member at the destination, or
2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

5340 SHIPMENT METHODS**A. Gov't/Commercial Transportation**

1. Transportation of a POV may be by Gov't/commercial means as authorized by law.
- *2. A member traveling with the vehicle via ferry is IAW Ch 3, Part I.
3. POV transportation by air is not authorized at Gov't expense ([54 Comp. Gen. 756 \(1975\)](#)).

B. Personally Procured Transportation

1. An eligible member, who has not transported a POV at Gov't expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Gov't representative (e.g., the TMO or ITO).
2. Reimbursement must not exceed the cost that would have incurred if the Gov't had arranged the transportation ([51 Comp. Gen. 838 \(1972\)](#)).
3. The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. 5034) and does not constitute POV transportation.
4. Additional reimbursement authority exists under other limited circumstances (par. 5362-E).

5342 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

POV shipment may be authorized even though the POV can be driven between the OCONUS PDSs. For example, a member PCSing from Germany to Italy may be authorized POV shipment.

5344 TRANSPORTATION AUTHORIZED

A. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

1. POV unloading port/VPC serving the new PDS;
2. POV unloading port/VPC serving another authorized place (see pars. 5346, and 5362-A);
3. New PDS if authorized/approved by the Secretarial Process for locations requiring approval; or
4. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

B. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

C. Upon Separation/Retirement. For POV transportation upon separation/retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. 5068-A1.

D. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation is authorized to/from the appropriate port/VPC.

5346 TRANSPORTATION NOT AUTHORIZED

A. POV Transportation when Transportation to the New PDS Is Not Permitted. A member:

1. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because:
 - a. POV transportation is not permitted to the new PDS;
 - b. The member serves a dependent restricted/unaccompanied tour and elects not to have a POV transported to the new PDS; or
 - c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (par. 5114-C1);
2. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:
 - a. Any place in CONUS the member designates, if the old PDS is OCONUS;
 - b. Alaska, Hawaii, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Ch 5, Part A3; or
 - c. Any OCONUS location to which dependent transportation is authorized under par. 5116-A3; or
 - d. POV transportation to locations justified under par. 5116-A4 must be authorized/approved by the Secretarial Process.

B. Subsequent Transportation. A member:

1. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/ VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
2. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. 5346-A, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. See par. 5322-A.

5348 RESTRICTED POV TRANSPORTATION

Transportation of a POV to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined necessary by the Service concerned;
2. Determined necessary for reasons of national interest by the Secretary Concerned or higher authority; or
3. Directed by that country's government.

5350 PORTS/VPCS USED

A. General. Transportation at Gov't expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the employee's new PDS.

B. Designation of Ports. The Service concerned designates ports/VPCs used for loading and unloading POVs transported under this Section.

C. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Gov't for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/ VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

D. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended/modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the Gov't for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

5352 POV TRANSPORTATION TO/FROM PORTS

A. POV Transportation from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided POV transportation from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. POV Transportation between OCONUS Port/VPC and OCONUS PDS

1. General. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided POV transportation between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

- a. A travel hazard exists between the port/VPC and PDS;
- b. The member is physically unable to drive between the port/VPC and PDS; or
- c. The conditions of the member's order/assignment are such that it is prudent for overland transportation to be provided.

2. Examples

- a. Example 1. The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.
- b. Example 2. The member is assigned to an OCONUS country. That country's Gov't requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

5354 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General

1. A member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC.
2. The Service concerned designates the ports, IAW par. 5350.
3. No authority exists under this subpar. when POV transportation to the new PDS is not permitted (par. 5346).
4. For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
5. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. 5068-A1.
6. See pars. 5074-A, 5088, 5090 and Ch 5, Part A3d for authorized PCS allowances when dependents do not travel to/from the new/old PDS when delivering/picking-up a POV.

B. POV Delivery/Pick-up Separate from PCS Travel

1. Round-Trip Transportation Payment. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. 2600) from the:
 - a. Old PDS to the designated POV loading port/VPC; and
 - b. Designated POV unloading port/VPC to the new PDS.
2. Travel Time. Travel time, computed under par. 5012, is allowed for the round trips to deliver and pick-up a POV under par. 5354-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member/dependent(s) who travel via the POV loading port/VPC is authorized:
 - a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
 - b. Reimbursement for transportation (pars. 3320, 3310, 3320 and 5014) from the POV loading port/VPC to the passenger port.
2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:
 - a. Old PDS to the passenger port for self and dependents; and
 - b. Passenger port to the designated POV loading port/VPC for self.
3. Travel Back to the Passenger Port. ***Reimbursement for travel back to the passenger port is not authorized.***

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member/dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route.
 - a. Member Travel and Transportation Allowances. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:
 - (1) MALT (par. 2605-B) for the official distance from the old PDS to the TDY station(s) en route plus per diem (par. 5026);
 - (2) MALT (par. 2605-B) for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. 5026); and
 - (3) PCS allowances for direct travel from the designated POV port/VPC to the passenger port.
 - b. Dependent(s) Travel and Transportation Allowances. If a dependent:
 - (1) Accompanies the member and/or delivers the POV to the designated POV port/ VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-C.

2. POV Pick-up from POV Port/VPC ICW TDY En Route.

a. Member Travel and Transportation Allowances. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

- (1) PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
- (2) MALT at the rate in par. 2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and
- (3) MALT at the rate in par. U605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

- (1) Accompanies the member and/or picks up a POV from the designated POV port/VPC, dependent travel and transportation allowances are IAW par. 5092.
- (2) Picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-D.

5356 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by a member not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

B. Exception. This does not apply to alternate port transportation authorized by the Secretary Concerned.

5358 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT Gov't EXPENSE ARRIVES LATE

A. General. This par. applies to Gov't authorized movement of a POV for a member/dependent(s) under:

1. PCS orders,
2. Unusual/emergency circumstances, and/or
3. Various other situations that may not be directly related to a PCS.

B. Designated Delivery Date. A POV has not "arrived" at the authorized destination if it is not available for delivery to the member on/before the designated delivery date.

C. Mandatory Expense Reimbursement. If the member/dependent(s) POV, transported at Gov't expense for their use does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned *must* have the member reimbursed for expenses incurred to rent a motor vehicle for member/dependent(s) use.

D. Reimbursement Limitations

1. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated delivery date, and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first.
2. The maximum reimbursement is \$210. See par. 5358-E for examples.

E. Examples1. Example 1

Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	\$00

2. Example 2

Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	\$210
(15 to 21 June – 7 days @ \$30/day = \$210.00)	

3. Example 3

Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Authorized:	\$210
(7 days vehicle rental @ \$30/day = \$210)	

4. Example 4

Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Authorized:	\$60
(30 & 31 Jan – 2 days @ \$30/day = \$60)	
(Authority does not start until after the RDD.)	

5360 REPLACEMENT POV SHIPMENT

A. General. When a POV, transported to an OCONUS area at Gov't expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV.

B. Conditions. POV replacement may be permitted only if the:

1. POV being replaced:

- a. Has deteriorated due to severe climatic conditions, or
- b. Was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)).

C. Limitations. A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

5362 POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. Official and Personal Situations

1. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

a. A member with dependents:

- (1) Ordered on PCS to an OCONUS PDS; and
- (2) Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member.

b. The Secretarial Process may authorize/approve the transportation when return transportation is in the best interest of the member/dependent(s), and the U.S. ([65 Comp. Gen. 520 \(1986\)](#)).

2. Authority on Next PCS. A member who transports a POV under par. 5362-A1 has no further POV transportation authority on the PCS from that PDS.

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. When the conditions in par. 5102-B8, apply, a member:

a. Whose PDS is OCONUS, and

b. Who is not authorized POV transportation ICW early return of dependents because dependents are not returned to CONUS under par. 5102-B8 (i.e., the member has no dependents; dependents returned at personal expense without an order; dependents are not returning to CONUS, etc.)

is authorized POV transportation to the designated POV unloading port/VPC serving the member's HOR/PLEAD.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependent transportation under par. 5144, is authorized POV transportation under par. 5346.

D. PDS Evacuation. See pars. 6040 and 6105.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at Gov't Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Gov't expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton/vehicle restriction does not apply to this subpar.*

d. Member Injured or Ill

(1) If a member is reported injured or ill, the allowances provided in this subpar. are authorized only when a prolonged (140 or more days) hospitalization period/treatment is anticipated as shown by a statement, accepted by the Service concerned, as being from competent authority at the receiving hospital.

(2) Both POVs must be transported to the same destination.

2. POV Transported by Other than the Gov't

a. In lieu of having the Gov't transport the POV(s), the member, the dependent, next of kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – *but not a mileage payment* - is authorized); or

- (2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the Gov't transported/stored the POV(s). Service claims regulations has Gov't damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late

a. If the POV(s) of the member/dependent, transported at Gov't expense, does not arrive at the authorized destination by the designated delivery date, the provisions in par. 5348-E apply.

b. If two POVs are transported at Gov't expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

4. Storage

a. NTS. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Gov't expense until such time as proper disposition can be made.

b. Storage in Transit (SIT).

(1) SIT of one or both POV(s) may be authorized/approved (using the provisions of par. 5236) provided the POV(s) is/are turned over for transportation within the time limits in par. 5316-B3.

(2) ***SIT in excess of 180 days, in such cases, is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

5. Additional Moves

a. Status Change. A POV transported under par. 5362-E1 may again be moved under par. 5362-E1 when official notice is received that the member's status has changed from one to another of those listed in par. 5362-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. 5362-E1 may again be transported under par. 5362-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependent(s) Relocating for Personal Safety. See par. 5106.

5364 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-D and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

5366 POV TRANSPORTATION TIME LIMITATION**A. Incident to Separation from Service or Relief from Active Duty**

1. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty.
2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty.
3. The 180 day time limit may be extended by the Secretarial Process.
4. A time extension must be for a specific additional time period.
5. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.
6. See par. 5000-B6 for time limit extension restrictions.

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

1. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination.
2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination.
3. The 1 year time limit may be extended by the Secretarial Process.
4. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases. See pars. 5318-D, 5318-E, and 5318-F.
5. See par. 5000-B6 for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in the JTR or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

5368 TRANSPORTATION INCIDENT TO DIVORCE

A. POV Legally Awarded to Former Spouse. When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's former spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part A6.

B. Conditions. This applies to cases not coming under par. 5362-A, and is subject to the member's written request and agreement to pay any excess costs involved ([61 Comp. Gen. 180 \(1981\)](#)).

C. End of Transportation Authority. Transportation under this par. exhausts the authority for POV transportation under the member's PCS order.

5370 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing to not transport a POV at Gov't expense may, upon assignment to a new PDS to which a transportation authority exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authority, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS.

B. Error. A POV, transported by the Gov't to a wrong destination, must be reshipped or transshipped to the proper destination at Gov't expense.

C. Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at Gov't expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued

1. General. POV transportation is permitted (pars. 5334 and 5362), before a PCS order is issued to an eligible member, provided the request is supported by a:

- a. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;
- b. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;
- c. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. 5370-D1a.

2. Time Limitation. The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued.

3. Order Issuance. Information furnished to the member ICW the issuance of a PCS order before determination is made to issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) *is not* advice that the order would be issued ([52 Comp. Gen. 769 \(1973\)](#)).

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION****SUBSECTION b: PER DIEM****5534 GENERAL** ([FTR §302-4.200](#))

A. Travel of 12 or fewer hours (12 Hour Rule). *A per diem allowance must not be paid when the official travel period is 12 or fewer hours* ([FTR §302-11.2](#)).

B. PCS Travel Delayed for Reasons Beyond the Employee's Control

1. An exception may be made by the travel approving/directing official when travel en route is delayed for reasons beyond the employee's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD Component (e.g., a physically handicapped employee).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD Component.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. Per Diem Rates for PDT

1. CONUS Travel. The [Standard CONUS per diem rate](#):

a. Applies for any CONUS city/county location not identified in the [CONUS per diem rates](#).

b. Is used for all CONUS locations when PDT is involved with:

(1) Travel to a first duty station for a newly recruited employee or appointee;

(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel;

(5) Occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part B9); and

(6) HHT (except when lump sum payment is authorized under par. 5800).

2. OCONUS Travel

- a. The applicable maximum [per diem rate](#) applies to OCONUS travel.
- b. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
- c. OCONUS per diem ICW PDT travel is authorized for:
 - (1) Travel to a first duty station for a newly recruited employee/appointee;
 - (2) Travel incident to a PCS;
 - (3) RAT;
 - (4) Separation travel;
 - (5) HHT; and
 - (6) Temporary lodging occupation at an OCONUS location.

5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The 'new PDS' per diem rate and the computation in par. 4280 are used for PCS travel when transportation is personally procured, or furnished as transportation-in-kind, for separate legs of a journey (par. 3035).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 4280.
2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

5538 PARTIAL TRAVEL DAYS

The 75% rate in par. 4065-A applies to:

1. Departure and arrival days at PDSs,
2. Designated places/alternate destination point, or
3. Safe haven (when PCS travel is from a safe haven location).
4. RAT leave locations when 'Lodgings-Plus' per diem is paid.

5540 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 4280) when travel is more than 12 hours.

5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

*See Ch 3, Part I.

5544 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for an employee and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, *except* on embarkation and debarkation days.

5546 PER DIEM WHEN CROSSING THE INTERNATIONAL DATELINE (IDL)

The following are examples of per diem computation, when crossing the international date line (IDL).

A. Example 1

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Employee spends \$150 for lodging on 17 February. POE per diem rate is \$291 (\$193/ \$98). POE is not the local terminal for the old PDS. Employee spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/ \$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
17 Feb	75% x \$98 = \$73.50 + \$150 (\$150 is less than \$193) =		\$ 223.50
18 Feb	\$51 (destination M&IE rate) =		51.00
18 Feb	\$51 + \$100 (\$100 is less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate) =		29.25
Total Reimbursement			\$454.75

B. Example 2

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Employee spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/\$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
18 Feb	75% x \$51 (destination M&IE rate) =		\$ 38.25
18 Feb	\$51 (destination M&IE rate) plus \$100 (\$100 less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate)		29.25
Total Reimbursement			\$218.50

C. Example 3

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is \$177 (\$126/ \$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
5 Mar	75% x \$39 (new PDS rate) =		\$ 29.25
5 Mar	75% x \$39 (new PDS rate) =		<u>29.25</u>
Total Reimbursement			\$58.50

5548 PER DIEM ALLOWANCE ELEMENTS

A. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW [DoD FMR 7000.14-R, Volume 9](#). See par. 2710.

B. Lodging Tax1. CONUS and Non-foreign OCONUS Areas

- The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax.
- Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (see App G).

2. Foreign OCONUS Areas

- The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax.
- Lodging tax in a foreign OCONUS area is not a reimbursable expense.

C. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to an employee without itemization of expenses or receipts.

5550 'LODGING PLUS' PER DIEM COMPUTATION METHOD

A. General. Compute per diem for all PCS travel using the 'Lodging Plus' method. Each travel day's per diem is the actual amount the employee pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

B. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

NOTE: This is the departure day from the PDS, home, or other authorized point.

1. Day Travel Begins

- Lodging Required. Per diem is the actual lodging cost incurred by the employee, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

b. Lodging Not Required. Per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

2. Full Calendar Days

a. Lodging Required. When lodging is required, and the employee is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

b. Lodging Not Required. For each full calendar day an employee is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

3. Day Travel Ends

a. Lodging Required. Per diem is the lesser of the actual lodging cost incurred by the employee or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

b. Lodging Not Required. Per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

5552 PER DIEM COMPUTATION

A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT, En Route Travel to the New PDS, RAT, and Separation Travel.

B. HHT. See Ch 5, Part B12, except for determining the applicable rates. See subpar. A above.

C. En Route Travel to the New PDS

1. Except for determining the applicable rate (see subpar. A above), this par. applies when computing en route travel per diem to a new PDS.
2. The Standard CONUS M&IE rate or OCONUS M&IE locality rate applies to the arrival day at the new PDS.
3. When travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply.
4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

D. Separation Travel

1. Except for determining the applicable rate (see subpar. A above), pars. 5500-B2a and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.
2. The [Standard CONUS M&IE rate](#) is applicable on the arrival day at that location.
3. When travel begins and ends on the same day, the rules in pars. 5500-B1 and 5500-B3 apply.
4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

E. Per Diem Computation Examples1. Example 1

PCS Travel		
<u>NOTE: See par. 5554-D3 for the current Standard CONUS per diem rate</u>		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. 3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 8 days x \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1 (departure day)	\$58 (lodging) + (\$46 x 75%) =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Days 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + M&IE \$276 (\$46/day x 6 days) =	\$622.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$ 46.00
Day 10 (arrival day)	\$46 x 75% (M&IE) =	<u>\$ 34.50</u>
EMPLOYEE'S PER DIEM =		\$841.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$841) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$1,892.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/ \$46), par. 3025.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Days 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$83 + the M&IE rate (\$46) x 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$1032) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the \$841 due the employee.		

2. Example 2

PCS Travel		
<u>NOTE:</u> See par. 5554-D3 for the current Standard CONUS per diem rate		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6.		
The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. 3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 4 days x \$129 day (Standard CONUS per diem rate) =		\$516.00
Day 1 (departure day)	\$0 (lodging) + \$46 x 75% =	\$34.50
Day 2	\$59 (lodging) + \$46 =	\$105.00
Day 3	\$0 (lodging) + \$46 =	\$46.00
Day 4	\$53 (lodging) + \$46 =	\$99.00
Day 5	\$0 (lodging) + \$46 =	\$46.00
Day 6 (arrival day)	75% x \$46 =	\$34.50
EMPLOYEE'S PER DIEM =		\$365.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$365) =		\$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) =		\$182.50
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$821.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/ \$46), par. 3025.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
Days 2 and 4 - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$83 for each day plus the M&IE rate (\$46) for each day.		
Days 3 and 5 - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46).		
The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$516), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the \$365 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the Gov't Cost		
<u>NOTE:</u> See par. 5554-D3 for the current <u>Standard CONUS per diem rate</u>		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 8 days @ \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Days 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Days 11 to 14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
Total		\$1,367.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
TOTAL TRAVEL COSTS		
(\$1,367 + \$1,025.25) =		\$2,392.25
TOTAL AMOUNT PAYABLE TO EMPLOYEE		
(\$1032 + dependent per diem \$738, 75% of \$1032) =		\$1,806.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. 3025 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
<i><u>NOTE:</u> See par. 5554-D3 for the current <u>Standard CONUS per diem rate</u></i>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. 3025). Lodging was occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodging Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) = \$500 =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
EMPLOYEE'S PER DIEM =		\$492
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at $\frac{3}{4}$ of the amount due the employee =		\$369
TOTAL AMOUNT PAYABLE TO EMPLOYEE = (\$492 + 2 DEPENDENTS PER DIEM (\$738 =		\$1,230
75% OF \$492 X 2) =		
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($771 \div 350 = 2$ days). One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. 3025 for a total of 3 days.		
The maximum allowable <u>per diem rate</u> for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.		
Day 1 (departure day), the applicable per diem rate is \$127 lodging cost plus 75% of the OCONUS locality M&IE rate (\$156) for a total of \$244.		
Day 2, the applicable per diem rate is the lodging cost (\$125) plus the OCONUS M&IE rate (\$72) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.		
The per diem for actual travel by the employee is \$492. Since the per diem for actual travel does not exceed the maximum allowable (\$500) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and per diem for dependents is $\frac{3}{4}$ each of the \$492 due the employee.		

5. Example 5

PCS/Separation Travel
<i><u>NOTE:</u> See par. 5554-D3 for the current <u>Standard CONUS per diem rate</u></i>
1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. 5500).
4. Since travel begins and ends on the same day, pars. 5500-B1 and 5500-B3 apply. Also par. 5552-D.
5. The maximum per diem rate at the time of travel was \$129 (\$83/ \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is \$34.50 (\$46 x 75%).
7. Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78 at the time of travel.		
<u>REIMBURSEMENT</u>		
<i><u>NOTE:</u> PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. 5554-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.</i>		
\$78 (M&IE) rate x 75% for new PDS location =		<u>\$58.50</u>
TOTAL REIMBURSEMENT =		\$58.50
Per diem for the accompanying spouse is ¾ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is ½ of the amount due the employee (\$58.50) =		\$29.25

5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT

An employee is not authorized per diem while on a full day of leave during permanent duty travel.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **CIVILIAN EMPLOYEES ONLY**

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5576 SCOPE

- A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.
- B. HHG Transportation. See par. 5630.
- C. Mobile Home Transportation. See par. 5752.
- D. Special Circumstances Travel and Transportation. See Ch 7.
- E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.
- F. Travel Authority. Authority for dependent's travel must be included in:
 - 1. The PCS travel order,
 - 2. An amended travel order, or
 - 3. A supplemental travel order issued IAW par. 5590-B3.
- G. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.
- H. Early Return of Dependent(s) (ERD). See Ch 5, Part B3.
- I. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.
- J. Receipt Requirements. See par. 2710.
- *K. House Hunting Trip (HHT). See Ch 5, Part B12.

5578 ELIGIBILITY

- A. General
 - 1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW world-wide PCSs.
 - 2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.
 - 3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.

4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.
5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies an employee on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under pars. 4905-B and 4905-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see App A for definition of dependent) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

5580 AUTHORIZATION

A. General

1. An employee is authorized dependent PCS travel and transportation allowances for travel between authorized points.
2. POC use for PCS travel, other than transoceanic, is to the Gov't's advantage.

B. Travel and Transportation Allowances. Except for travel by mixed modes, PCS travel and transportation allowances for a dependent are:

1. Transportation-in-kind (par. 5528-D) plus per diem (par. 5592); or
2. Reimbursement for common carrier transportation procured at personal expense (par. 5528) plus per diem (par. 5592); or
3. MALT (par. 5606) for POC travel, plus Lodging plus per diem for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

5582 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. This par. covers situations when dependent travel and transportation allowances are not authorized.

B. Dependent-Related Circumstances. An employee is not authorized dependent travel and transportation allowances when a dependent:

1. Is a member on active duty, on the PCS order effective date;
2. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued;
3. Is not a dependent on the PCS effective transfer or appointment date (App A);
4. Receives any other Gov't-funded travel and transportation allowances for this travel; or
5. Is an employee's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5598-C1) as defined in App A1, definition of dependent items 4 and 5, who does not reside in the employee's household, unless otherwise authorized/approved through the Secretarial Process.

C. Dependent Travel-Related Circumstances. An employee is not authorized dependent travel and transportation allowances:

1. For any part of a journey that a U.S. certificated ship/airplane is available, but a foreign registered ship/airplane is used. Per diem is payable.
2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*).
3. When dependent transportation is made available (whether used or not) by a foreign Gov't, at no cost to the U.S. or the employee, under a contract/agreement with the U.S. Per diem is payable.

D. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

5584 TIME LIMITATION

A. General

1. Travel should be completed at the earliest practicable date.
2. Dependent travel must be completed within 1 year from the effective date of transfer (App A), and should begin at the earliest practicable date, excluding any time that administrative embargoes/shipping restrictions make travel impossible.
3. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.
4. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.
5. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.
6. The 1-year time limit 'clock' resumes on the embargo removal date.

B. Transfers without a Break in Service

1. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Gov't's best interest.
2. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. 5582-D.

C. Locally Hired Employee. The time limit in par. 5582 applies to dependent travel of any employee hired locally in a foreign location, who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

D. Return for Separation

1. When an employee returns to CONUS from an OCONUS PDS for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.
2. The employee must submit a written request for delayed travel.
3. Costs for unauthorized delays are the employee's personal financial responsibility.

5586 FUNDS ADVANCE

Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e and Ch 2, Part E.

5588 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is not required to use Gov't air transportation. If the dependent agrees to use Gov't air transportation they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, reimbursement is IAW par. 5528-B.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be.
2. Medically Inadvisable Condition
 - a. A medically inadvisable condition is not limited to physical disability.
 - b. If an employee has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.
 - c. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel.
 - d. The employee and the AO must each be furnished a copy of the written medical determination.
3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Ch 3 for stateroom standards and required use of U.S. registry ships.

*C. Travel by Oceangoing Car Ferry. See Ch 3, Part I.

5590 EMPLOYEE TRANSFERS

A. To and Within CONUS

1. When Authorized

- a. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.
- b. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

2. Origin and Destination

- a. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.
- b. The destination may be the new PDS, some other point selected by the employee , or both.
- c. Reimbursement may not exceed the Gov't's costs over a usually traveled route between the old and new PDSs.
- d. Travel to a first PDS may not exceed the Gov't's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

B. To and Between OCONUS

1. When Authorized. Dependent travel and transportation allowances are authorized ICW:

- a. A current employee's PCS,
- b. The initial appointment of certain employees, and
- c. RAT.

2. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee

(1) From a CONUS PDS to an OCONUS PDS

- (a) Dependent travel may originate at the employee's PDS, some other place, or partially at both.
- (b) The travel destination may be:
 - 1- The OCONUS PDS, or
 - 2- An alternate CONUS destination specified at the time of transfer.

See par. 6025-C, par 6050-C or Ch 7, Part D for exceptions.

(c) The Gov't's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(d) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Gov't/Gov't-controlled Qtrs or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the Qtrs before dependent travel to an OCONUS PDS

is authorized.

(e) For mandatory Qtrs vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

(2). Between OCONUS PDSs. When an employee is:

(a) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(b) Authorized travel to the actual residence the dependent may return to the actual residence.

b. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

(1) CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(2) OCONUS Recruitment . When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

c. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement.

Upon initial appointment, when a recruited person:

(1) Meets the conditions in par. 5836, and

(2) Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

d. Renewal Agreement Execution to Serve an Additional OCONUS Tour

(1) An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(2) Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(3) An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

3. Concurrent Travel

- a. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.
- b. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.
- c. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.
- d. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.
- e. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

C. From OCONUS

1. General

- a. Authority for dependent(s) travel from OCONUS at Gov't expense is determined by:
 - (1) An employee's transportation eligibility, or
 - (2) The appropriate OCONUS command when the Gov't's best interest is served by the dependent(s) early return. See Ch 5, Part B3 for dependent early return.
- b. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Gov't-funded travel.
- c. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must *not* be authorized.
- d. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Gov't expense as the employee's dependent.
- e. A former dependent's travel is authorized when the employee:
 - (1) Is assigned to a U.S. PDS;
 - (2) Travels to the actual residence in the U.S. for separation; or
 - (3) Travels to the U.S. pursuant to renewal agreement.See pars. 5590-C3, and 7065.
- f. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
- g. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in Ch 5, Part B3.

2. When Authorized. Dependent travel may be authorized ICW:

- a. A PCS, or
- b. Return for separation.

See par. 5590-C3.

3. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

(1) For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

- (a) At the employee's OCONUS PDS,
- (b) A place other than the OCONUS PDS, or
- (c) Partially at both.

(2) The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

(3) The Gov't's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

b. Return of an Employee for Separation

(1) Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't.

(a) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Gov't, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(b) Travel costs to an alternate destination anywhere in the world may be allowed.

(c) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

(d) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

(2) Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't.

Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Gov't. See par. 5590-C3b(1).

(3) Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Gov't

- (a) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Gov't.
- (b) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 4: POC USE ON PERMANENT DUTY TRAVEL****5604 POC USE****A. Use of One or Two POCs**

1. An employee, authorized dependent travel and transportation allowances under par. 5580, is authorized MALT (par. 2605-B) when travel is performed.
2. When an employee and dependent(s) relocate on a PCS move, reimbursement is authorized for two POCs, if used and car ferry fees for each POC.
3. Except when using more than two POCs (par. 5210-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POCs.
4. The employee may be reimbursed for use of two POCs, by dependents, only if the employee travels by other than POC.
5. The employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.
6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POC.

B. Use of More than Two POCs ([FTR §302-4.500](#) and [302-4.700d](#))

1. General. Reimbursement for the use of more than two POCs, within the same household for PDT, may be authorized/approved through the Secretarial Process.
2. Examples of When More than Two POCs Are Routinely Authorized/Approved
 - a. There are more family members (i.e., employee and dependent(s)) than reasonably can be transported, together with luggage, in two POCs;
 - b. Because of age/physical condition, a family member needs special accommodations in one POC and second and third POCs are required for the other family members.
 - c. An employee must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POC.
 - d. Dependents perform unaccompanied travel:
 - (1) Between authorized points other than those for the employee's travel (e.g., travel to a designated place or to the new PDS when the employee has TDY en route);or
 - (2) To the new PDS in advance of the employee's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

and there are more family members than reasonably can be transported, together with luggage, in one POC.

- e. Special circumstances not included in this subpar. exist, as determined through the Secretarial Process (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried).
- f. Possession of more than 2 POCs with more than 2 licensed drivers in the family does not constitute a special circumstance. **Example:** An employee, spouse and 2 teenage drivers with 4 POCs does not constitute a special circumstance and reimbursement for more than 2 POCs is not authorized based solely on these facts.

***3. MALT**

***a. When reimbursement for the use of more than two POCs is authorized/approved, MALT applies for each POC.**

***b. If the same POC is used for more than one trip, MALT applies for each trip.**

- c. The standard MALT rate applies for each one way official distance between the old and new PDSs.
- d. **Example:** The employee drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the employee makes a second trip in which the employee and one of the already transported children return to transport two remaining children. The employee is paid MALT for the one way official distance between the old and new PDSs on the second trip.

4. Documentation

- a. The applicable conditions in par. 5210-B2 should be:
 - (1) Shown in the travel order, or
 - (2) Approved by travel order amendment after the fact.
- b. See App I, Part II for travel order policy.

5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT (par. 2605) is determined by the official distance for the PDT.

B. Authorized Employee(s)

- 1. An authorized employee is a member, a civilian employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.
- 2. If more than one member/civilian employee travels as an authorized employee in the same POC, only the authorized employee incurring expenses is authorized MALT for the official distance.
- 3. The employee who is authorized MALT is also authorized reimbursable expenses.

4. Examples

- a. Example 1: An employee married to employee couple, each on a PCS order, and their two children travel together in one POC. One employee is paid MALT for the official distance and all reimbursable expenses.
- b. Example 2: Three unrelated employees, each on a PCS order, travel together in one POC between two PDS locations. The employee receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to Gov't civilian employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the Gov't civilian employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.
2. Only the employee receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC use on official travel.
4. An employee may be eligible to submit a claim for POC repairs used for official travel, using Service procedures, under [31 USC §3721](#).

5608 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

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

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

for the most direct route.

B. Employee Driven to the Transportation Terminal. If a family member drives the employee to and/or from the transportation terminal, it is presumed that the employee incurs the expense.

5610 PARKING, TOLLS AND OTHER COSTS

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

5612 TRANSOCEANIC TRAVEL BY POC

A. General

1. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the Gov't's advantage, and is used by the employee for the entire distance between duty stations, reimbursement is on a lodgings plus basis for the employee/dependent(s) for the official distance involved.
2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5528.

B. Transoceanic Travel by Privately Owned Boat

1. When the employee travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non capacity controlled city pair airfare.
2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time ([59 Comp. Gen. 737 \(1980\)](#)).

5614 AUTOMOBILE USE ([FTR Part 302-4](#))

A. General. Automobile use is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel, or
3. Separation travel.

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. 2605.

5616 PRIVATELY OWNED AIRPLANE

A. General. The use of a privately owned airplane for:

1. First duty station travel by a newly recruited employee/appointee,
2. PCS travel, or
3. Separation travel

is to the Gov't's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

B. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the Gov't's advantage is at the appropriate TDY mileage rate in par. 2600.

D. Travel Time. See par. 3025-C2.

E. Reimbursement Computation. See par. 4280.

5618 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

B. Expenses

1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

5620 PRIVATELY-OWNED MOTORCYCLE

A. General. The use of a privately owned motorcycle is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee/appointee,
2. PCS travel, or
3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. Travel Time. See par. 3025-C2.

C. Reimbursement Computation. See par. 4280.

5622 PRIVATELY OWNED BOAT

See **TRANSOCEANIC TRAVEL BY POC**, par. 5532-C2b.

5624 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.
2. The [per diem](#)/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.
3. See par. 2605-B for current MALT rates.
4. See par. 2025-C for the current [Standard CONUS per diem rate](#)
5. The per diem is as computed in pars. 5592 and 3025-C2, and examples in par. 4280.

B. Reimbursement Computation Example for One Car1. Employee, Spouse, and 1 Child

Reimbursement Computation for Employee, Spouse, and 1 Child in One POC	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
1. POC travel reimbursement is based on 2,826 miles x \$.23/mile (par. 2605-B). 2,826 miles x \$.23/mile = \$649.98.	\$649.98
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129/day (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
6. Amount spent on tolls	+ 10.00
7. TOTAL REIMBURSEMENT	\$2,122.48

2. Two Employees (married to each other) and 1 Child

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. 3025. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.23/mile. See par. 2605-B. 2,826 miles x \$.23/mile = \$649.98.	\$649.98
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$1032/employee). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	+ \$10.00
6. TOTAL REIMBURSEMENT	\$2,389.98
Total reimbursement to employee 1 is \$649.98 + \$650 + \$10 = \$1,309.98	
Total reimbursement to employee 2 is \$720 + \$360 = \$1,080	

C. Reimbursement Computation Example for Two POCs

Reimbursement Computation for Two POCs	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025.	
1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.23/mile, par. 2605-B. 2,826 miles x \$.23/mile =	\$649.98
2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.23/mile, par. 2600-A. 2,826 miles x \$.23/mile =	\$649.98
3. Allowable per diem for employee based on 'Lodging Plus' for 8 day maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	+ \$10.00
8. TOTAL REIMBURSEMENT	\$2,772.46

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

MALT Computation for Two Separate Trips	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x \$.23/mile (employee only) =	\$199.18
866 miles x \$.23/mile (spouse and 2 children) =	\$199.18
TOTAL MALT PAYABLE FOR POC TRAVEL	\$398.36
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the employee's behalf for the employee's second trip. The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B. The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION b: OCONUS POV TRANSPORTATION****5702 GENERAL**

- A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. POV Transportation Allowances. *POV transportation allowances are discretionary.*
- C. Authorization. POV transportation is authorized unless restricted by the AO or Service/Agency regulations.
- D. POV Shipment Information. Other requirements related to POV transportation, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).
- E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. See [FTR §302-9.302](#)
- F. POV Shipment Requirements. The POV must be:
1. In operating order, and
 2. Legally titled and tagged for driving,
- by a licensed employee named on the relocation travel order (FTR §302-9.301).

5704 ELIGIBILITY

- A. Authorized Personnel. Personnel authorized POV transportation are a/an:
1. Employee transferred in the Gov't's interest, or
 2. New appointee, or
 3. Student trainee assigned the first PDS.
- B. Eligibility Determination. Commanding officers/designated representatives:
1. Who assign employees OCONUS, determine employee eligibility for POV transportation at Gov't expense.
 2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD employees.
 3. In CONUS, who assign employees OCONUS must:
 - a. Comply with the eligibility criteria established for the specific OCONUS area, and
 - b. Obtain clearance from the appropriate OCONUS command.

C. Criteria

1. When the employee agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Gov't's interest for the employee to retain the POV at the PDS.
2. A written record of any determination must be filed IAW personnel directives.

D. Conditions. A determination/re-determination that it is "in the Gov't's interest" for the employee to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the employee's and immediate family's convenience.
2. Local conditions make it desirable for the employee to have a POV.
3. POV use by the employee contributes to the effectiveness of the employee's job.
4. The POV type is suitable for local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the employee has agreed to serve at that PDS.

E. Employees Assigned to Johnston Island

1. An employee may transport one POV at Gov't expense from the port/VPC serving the old PDS to the port/VPC serving Hawaii, if Hawaii is the location the dependents reside during the tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawaii to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The employee is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawaii to the port/VPC from which the POV was originally transported to Hawaii.

5706 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT Gov't EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov't expense per Agency/Service determination. See [FTR §302-9.501](#).

5708 POV SIZE LIMIT

Transportation at Gov't expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Gov't expense, is financially responsible for all costs resulting from the excess POV size (pars. 1015-C2h, 2000-D and 2125).

5710 CARE AND STORAGE

A. Gov't Responsibility. The Gov't's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to:

1. The employee at the destination, or
2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the employee's expense (pars. 1015-C2h, 2000-D and 2125).

5712 SHIPMENT METHODS

A. Gov't Arranged POV Transportation

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

B. Personally Procured Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at Gov't expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Employees who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

A. General. POV transportation is not authorized when the employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries.

B. Exception. The Agency may authorize POV transportation when it is to the Gov't's advantage IAW par. 5704.

*C. Car Ferry. See Ch 3, Part I for oceangoing car ferry use.

5716 TRANSPORTATION AUTHORIZED

- A. General. POV transportation may be authorized when any of the conditions in this par. are met.
- B. CONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- D. Tour of Duty Completed. POV transportation may be authorized when the employee:
1. Completes a tour(s) of duty at an OCONUS PDS where it was in the Gov't's interest for the employee to have a POV, **or**
 2. Was assigned to Johnston Island and had a POV transported to Hawaii IAW par. 5704-E, **and**
 3. Is returning to CONUS through transfer, or upon separation from service after completion of a tour of duty.
- E. Tour of Duty *Not* Completed. POV transportation may be authorized when the employee:
1. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Gov't's interest for the employee to have a POV, **or**
 2. Does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii IAW par. 5706-E, **and**
 3. Is returning, through transfer, for the Gov't's convenience and not at personal request;.
- F. Transfer from OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV to an OCONUS PDS Where it is *Not* in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was in the Gov't's interest to have a POV, **or**
 2. Assigned on Johnston Island whose POV was transported to Hawaii IAW par. 5706-E, **but**
- is transferred to another OCONUS PDS where it is not in the Gov't's interest to have a POV, and the employee requests POV transportation to CONUS;
- G. OCONUS PDS Where It Was Not Initially in the Gov't's Interest to Have a POV Changed to a PDS that is in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was **not** in the Gov't's interest to have a POV, but due to changed circumstances, it is later determined that it is in the Gov't's interest to have a POV there, and
 2. Signs a service agreement IAW par. 5820; or

H. OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV Changed to a PDS that is *Not* in the Gov't's Interest to Have a POV

1. POV transportation may be authorized when an employee is stationed at an OCONUS PDS where initially it was in the Gov't's interest to have a POV, and due to changed circumstances the determination is rescinded.
2. The employee may elect either to keep the POV at the PDS or have it shipped back at Gov't expense to the port/VPC serving the actual residence.

5718 TRANSPORTATION NOT AUTHORIZED

POV transportation is not authorized when:

1. An employee is recruited at an OCONUS location for a first PDS duty in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Gov't's interest for the employee to have had a POV at the OCONUS PDS (68 Comp. Gen. 258 (1989)).***
 - a. **Example 1:** An employee residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.
 - b. **Example 2:** An employee residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - c. **Example 3:** An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - d. **Example 4:** An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the Gov't's interest for the employee to have the POV in HI.
2. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. 5704 or par. 5820, unless determined that it is in the Gov't's interest ([CBCA 827-RELO, 4 October 2007](#)).

5720 RESTRICTED POV TRANSPORTATION

A. **General.** Transportation of a POV to an OCONUS area may be restricted or prohibited when:

1. The local Gov't:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
2. DoD Component regulations prohibit/advise against POV transportation to the PDS involved.

B. **Exception.** This does not apply for an employee, assigned on Johnston Island, who is authorized POV transportation to Hawaii under par. 5704-E.

5722 PORTS/VPCS USED

A. General. Transportation at Gov't expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the employee's new PDS. For an employee assigned to Johnston Island, transportation at Gov't expense is to the point authorized in par. 5704-E.

B. Designation of Ports. The Service concerned designates ports/VPCs used for loading and unloading POVs transported under this Section.

C. Alternate Ports/VPCs

1. A POV may be transported to an alternate designated port/VPC.
2. The Gov't's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS.
3. For an employee assigned to Johnston Island, the Gov't's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. 5704-E.
4. When an employee is authorized to return a POV at Gov't expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. 5704-E.
5. The employee may drive/transport the POV to a different port/VPC serving the destination specified by the employee. The Gov't's transportation cost liability is NTE the transportation costs from the port/VPC serving the employee's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).
6. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (App A) when the employee purchases a replacement vehicle from a manufacturer and the POV is shipped to an employee.

5724 POV TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Gov't expense is:
 - a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. 5704-E.
2. ***Shipment may not be authorized at Gov't expense between CONUS port/VPCs for the employee's convenience.***
3. Transportation at Gov't expense includes port handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD Component must pay the entire cost of transporting the POV from the:

1. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
2. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation to the actual residence at time of appointment/assignment to an OCONUS PDS.

5726 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. Employee Pays for POV Transportation to/from Port/VPC. Reimbursement is:

1. Authorized if an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
2. Limited to the actual cost of having the POV transported between the:
 - a. Employee's old PDS or actual residence at the time of appointment, and the port/VPC,
 - b. Port/VPC and the employee's new OCONUS PDS, or
 - c. Port/VPC and the employee's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

B. Reimbursement when an Employee Chooses to Deliver/Pick up the POV to/from the Port/VPC (FTR §302-9.104)

1. Per Diem Not Allowed. *Per diem is not authorized when an employee/designated representative makes a separate trip to a port/VPC to deliver/pick up the POV.*
2. Status. Administrative Leave and duty status incident to a PCS is addressed in [DoDI 1400.25, Vol. 630](#)
3. Overall Reimbursement Limitation.
 - a. Delivery. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate.
 - b. Pick Up. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.
4. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:
 - a. Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
 - b. Port/VPC to the employee's new OCONUS PDS, or
 - c. Port/VPC to the employee's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

5. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. 2605 for one-way travel for the official distance traveled (as appropriate):

- a. To the port/VPC to deliver the POV, and
- b. From the port/VPC after reclaiming the POV.

6. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- a. From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- b. To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

7. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. 5726-B3cost limitations.

*a. The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC. Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$35 for between port/VPC and airport transportation = \$81.

*b. The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 is \$180; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$295 for the one-way transportation cost of \$180 and one-way PCS MALT of \$115.

NOTE: City-pair fares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

C. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in App A.

1. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. 2605 from the:

- a. Employee's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the employee travels there to drop off dependents);
- b. Passenger POE (where the employee drops off dependents) to the port/VPC;
- c. Port/VPC where the POV is reclaimed to the passenger POD (if the employee returns there to pick up dependents);
- d. Port/VPC or passenger POD (if the employee returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- a. The transportation cost for the employee or the employee and dependents, from the vehicle loading port/VPC to which the employee delivers the POV, to the passenger POE; or

- b. PCS MALT from the POE, at which the employee drops off dependents, to the vehicle loading port/VPC to which the employee delivers the POV, and the employee's return transportation to the POE;
- c. The transportation cost for the employee or employee and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- d. The employee's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the employee returns there to pick up dependents.

5728 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

- A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by an employee not permanently assigned in that non-foreign OCONUS area at the time of purchase, unless the POV is a replacement at the non-foreign OCONUS PDS.
- B. Exception. This par. prohibits only the transportation at Gov't expense incident to the employee's PCS following vehicle purchase.

5730 RENTAL VEHICLE REIMBURSEMENT WHEN POV TRANSPORTED AT Gov't EXPENSE ARRIVES LATE

There is no authority for rental car reimbursement while awaiting POV arrival. Employees should check to see if the POV shipping contract contains rental provisions.

5732 REPLACEMENT POV SHIPMENT**A. General**

- 1. When a POV, transported at Gov't expense to an OCONUS area (or to Hawaii for an employee assigned to Johnston Island) is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize replacement POV transportation.
- 2. Replacement POV transportation may be authorized IAW the par. 5732-B or 5732-C conditions.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

- 1. Beyond the employee's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
- 2. Acceptable to the DoD Component concerned.

C. Non-Emergency Replacement. Non-emergency POV replacement may be authorized when:

- 1. The employee is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)); and
- 2. It is in the Gov't's interest that the employee continues to have a POV at the OCONUS PDS.

D. Limitations

- 1. One emergency replacement POV may be transported at Gov't expense within any 4-year continuous service period.
- 2. One non-emergency replacement POV may be transported at Gov't expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

5734 POV TRANSPORTATION UNDER UNUSUAL CIRCUMSTANCES**A. Transfer/Assignment between OCONUS PDSs**

1. If the employee does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Gov't expense provided the maximum amount the Gov't pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawaii for an employee assigned on Johnston Island whose dependents reside in Hawaii.
2. If, due to changed circumstances at a PDS, it is no longer in the Gov't's interest for the employee to have a POV at the PDS, the employee may transport it at Gov't expense to another OCONUS PDS to which the employee is transferred if it is in the Gov't's interest for the employee to have the POV there.
3. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Gov't expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Gov't may not pay more than the transportation cost from the place to which it was last transported at Gov't expense.

B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Gov't's convenience, the Gov't may not pay for POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.

C. Agreement Not Completed and Employee Returns to CONUS for Separation

1. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is separating, the Gov't may not pay the cost of POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Gov't may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't

1. An employee, separating because the agreed minimum period of service is completed or for reasons acceptable to the Gov't, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Gov't expense to the port/VPC serving the employee's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world, but the Gov't's POV transportation cost may not exceed the cost from the port/VPC serving the employee's OCONUS PDS to the port/VPC serving the employee's actual residence.
3. Any excess costs are the employee's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

5736 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-D and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

5738 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the Gov't's advantage, and the employee must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port/VPC on the day the employee arrives to reclaim it, and the employee awaits POV delivery to continue PCS travel, provided, the designated port authority certifies that the employee acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

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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	$((\$136/\text{day} \times .75) \times 30 \text{ days}) \times 1 =$	\$3,060
Dependent	\$136	.25	30	4	$((\$136/\text{day} \times .25) \times 30 \text{ days}) \times 4 =$	\$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

- Number of days authorized for TQSE(LS) = 30 days.
- Locality per diem rate = \$90 (lodging) + \$46 (M&IE) = \$136 total per diem.
- Employee percentage = 75%.
- Dependent percentage = 25%.
- Number of dependents = 4.

2. Employee Calculation

- Multiply the maximum per diem rate (\$136) by .75. **\$136/day x .75 = \$102/day.**
- Multiply the answer in par. 5796-E2a (\$102) by the number of days authorized (30). **\$102/day x 30 days = \$3,060.**
- In this example, the employee's TQSE(LS) payment is **\$3,060.**

3. Dependents Calculation

- Multiply the maximum per diem rate (\$136) by .25. **\$136/day x .25 = \$34/day.**
- Multiply the answer in par. 5796-E3a (\$34) by the number of days authorized (30). **\$34/day x 30 days = \$1,020.**
- In this example, each dependent's TQSE(LS) payment is **\$1,020.**
- 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 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART B: MEDICAL RELATED TRAVEL****SECTION 3: OCONUS DEPENDENT MEDICAL CARE TRAVEL****UNIFORMED MEMBERS ONLY****7105 OCONUS DEPENDENT MEDICAL CARE TRAVEL**

A. Dependent Definition. As used in this par., a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

B. Local Medical/Dental Care Not Available

1. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- a. Is accompanying the member and the member has been on active duty for more than 30 days; and
- b. Requires care not available in the member's OCONUS PDS area.

2. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. 7105-B3.

3. Exceptions. A dependent participating under a dental plan established under [10 USC §1076a](#) (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- a. Emergency dental care,
- b. Dental care provided at an OCONUS location, or
- c. Dental care not covered by the dental plan.

C. Elective Surgery. *Travel and transportation reimbursement is not authorized for a dependent that travels for elective surgery.*

Effective 1 October 2014

D. Transportation to and from a Medical and/or Dental Facility. When practicable, Gov't transportation should be used for transportation authorized by this par. When Gov't transportation is not available or its use is not practicable, dependent patients must be transported by:

1. Gov't procured commercial transportation,
2. Personally procured commercial transportation, or
3. POC.

*When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. If a POC is used, the dependent is authorized the Other Mileage Rate (see par. U2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for

parking fees. However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the Gov't (i.e., Gov't or Gov't-procured transportation). **NOTE: This limit does not apply when Gov't or Gov't-procured transportation is not available.** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

E. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

Effective 1 October 2014

*F. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, the Other Mileage Rate (see par. U2600) is paid for the distance traveled based on odometer readings, in addition to reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees.

G. Lodging and Meals. The actual cost of dependent's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not exceed the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/ dental facility locality per diem rate. A dependent is not authorized meal expenses for roundtrip travel that is performed within 12 hours (see par. 4100-B). This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (App A1) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (App G). The locality per diem lodging ceiling in a foreign area (App A1) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

Effective 1 October 2014

*H. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in App G. Receipt requirements are the same as those in par. 2710.

I. Attendants for a Dependent. If a dependent is unable to travel unattended, roundtrip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part D.

J. Advance. Funds may be advanced to cover expenses reimbursable under this par.

K. Administrative Provisions. An order authorizing/approving dependent travel for medical or surgical care must cite par. 7105 as authority. A statement by a competent medical official (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the AO's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

L. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. 5074-A, whose dependent is transported to a place other than the member's PDS under this par., is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

M. Accompanying Dependent Who Is Not an Attendant/Escort. If authorized, the dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order.. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. See par. 7105 for eligibility.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART K: RESERVE COMPONENT (RC) TRAVEL

UNIFORMED MEMBERS ONLY

7355 ACTIVE DUTY WITH PAY ([48 Comp. Gen. 301 \(1968\)](#))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. 2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. 7355-B1b and 7355-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. 2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authority

a. Circumstances. ICW par. 7355-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and Gov't Qtrs and/or a Gov't dining facility/mess are unavailable.

b. Authority. The member is authorized AEA for all meals and Qtrs (par. 4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. 7355-E, for a:
 - a. Member performing AT when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
 - b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
 - c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available; or
 - d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).
2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

- a. An RC member performing ADT, who is not authorized per diem/AEA, may be:
 - (1) Reimbursed for lodging service charges when transient Gov't housing is occupied, or
 - (2) Provided lodging in kind.
- b. ***Reimbursement for other than service charges for Gov't Qtrs use (App A) is not authorized.***

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:
 - a. From the place the order is received/addressed to the place of physical examination (whichever is less), ***and***
 - b. As directed in the order:
 - (1) Return to the place the order is received/addressed, ***or***
 - (2) Proceed to the new PDS, ***or***
 - (3) Return to the place the order is received/addressed and then proceed to the new PDS.
2. Authorized Travel. Travel required ICW these examinations is IAW par. 7355-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when the ADT period is fewer than 140 days *at any one location* (except par. 2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days *at any one location* (except par. 2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

(1) At the training location except when par. 7355-B or par. 7355-C applies; and

(2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

(1) At the training location when the duty is for 140 or more days at one location, or

(2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.

3. Extension Examples. See par. 2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

(1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days *at any one location* (except par. 2240) including duty at multiple locations provided duty is 180 or fewer days at all locations.

(2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days *at any one location*. This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. 7355-B or 7355-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is *not* payable:

- (a) At the duty location when the duty is for more than 180 days at one location, except as in pars. 7355-F2b(2) and 7355-F3, or
- (b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. 2230-C for non-training active duty TDY exception.

Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA for the duty location are paid IAW par. 9145 or 10428) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. 2230.

4. Extension Examples. See par. 2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. 7355-E2b(1).

7360 ACTIVE DUTY WITHOUT PAY

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. 7360-B, an RC member who performs duty without pay (par. 7355) may be authorized/approved to receive:

1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
2. Reimbursement for occasional meals and/or Qtrs (par. 4230).

The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 Comp. Gen. 319 \(1966\)](#)).

7365 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. 7365:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. 2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

a. IDT at the :

- (1) Training duty station,
- (2) Drill site,
- (3) Assigned unit city/town location,
- (4) Local area of the assigned unit or home, or

b. Travel between home and the:

- (1) Assigned unit (except in par. 7365),
- (2) Unit training assembly place, or
- (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.575/mile = \$11.50.

Example 2: A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.575/mile = \$9.20.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

***Example:** A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location G (TDY location) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.575/mile = \$8.05.

F. Reimbursement of Service Charges for Transient Gov't Housing Use

1. An RC member who occupies transient Gov't housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
2. Reimbursement for other than service charges for Gov't Qtrs (App A) use is not authorized.

7370 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. 7365.
2. An RC member who occupies transient Gov't housing (while performing IDT *without*)
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
3. Reimbursement for other than service charges for Gov't Qtrs (App A) use is not authorized.

7375 SROTC MEMBER

A. Applicability. Par. 7375 applies to a designated SROTC applicant and member appointed under [10 USC §2104](#) and [10 USC §2107](#).

B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.
2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. 7375-B3 and 7375-B4) for travel to and from Installations:
 - a. For medical/other examinations,
 - b. To observe military functions/operations, or
 - c. For other observations deemed appropriate by the Service concerned.
3. Transportation and Meals. Gov't/Gov't procured transportation and Gov't supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. 7375-B1 or 7375-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

- (1) Home and the nearest appropriate public transportation terminal, and
- (2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. 7375-B1 or 7375-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of Gov't-procured transportation plus Gov't-supplied meals for travel between the authorized points (minus the cost of any Gov't procured transportation and/or Gov't supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under [10 USC 2104 \(53 Comp. Gen. 957 \(1974\)\)](#).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Gov't Qtrs or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/Qtrs is IAW par. 4230.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part A PCS allowances.

b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.

c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. 7650) for TDY, except while performing field or at-sea training and both Gov't Qtrs (other than temporary lodging facilities) and Gov't dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.

b. For par. 7375-C, a Gov't dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.

c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part A PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

1. A member appointed under [10 USC §2104](#) and [10 USC §2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part A PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

7380 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. 7380-A1 through 7380-A3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

7385 FUNERAL HONORS DUTY ([10 USC §12503](#) or [32 USC §115](#))

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Ch 3 and Ch 4 TDY travel and transportation allowances.

7390 COLA AND HOUSING ALLOWANCES

- A. COLA. See par. 9145.
- B. Housing Allowances. See par. 10428.

7395 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. 7395, ‘outside the local commuting distance’ is defined as the local travel area 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. 7395-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member’s RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed ([37 USC 452\(b\)\(9\)](#), *NTE a total of \$300 for each round trip* ([37 USC §478a\(c\)](#)).

1. Transportation

- a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.
- b. POC Transportation. 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.

2. Lodging and Meals

- a. Meals. The actual cost of the member’s meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

- (1) The actual cost of the member’s lodging (including tax, and service charges) may be reimbursed up to the per diem rate for the area concerned.
- (2) The locality per diem [lodging](#) ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (App G).
- (3) The locality per diem [lodging](#) ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

Effective 2 August 2013

7400 SELECTED RESERVE LIMITED PCS ALLOWANCES

A. General. A member is authorized travel and transportation allowances in par. 7400-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned)
 - a. During the preceding three years,
 - b. Between 1 October 2012 and 31 December 2018, and
 - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*
2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this paragraph only once.
2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.
 - a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part A are authorized.
 - b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part A for dependents.
 - c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part A.
3. Allowances Not Authorized
 - a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from home to duty station.
 - b. DLA. DLA is not authorized.
 - c. TLE. TLE is not authorized.

D. Advance. These allowances may be paid in advance.

7405 ALLOWANCE SUMMARY TABLES

These tables are for informational purposes only. Actual allowances are in Ch 7, Part K.

A. RC Personnel on Active Duty with Pay (Table U7-K1). See footnote 1

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) 6	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the Gov't city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if Gov't Qtrs and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. 4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part A applies	Ch 5, Part A applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. 2240-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

TABLE U7K-1 FOOTNOTES:

- 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 a periodic physical for a member on the TDRL (par. 7080).
- 2/ Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.
- 3/ An RC member may not be paid for commuting from home to duty--only one round trip may be paid.
- 4/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 5/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 6/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs & dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

B. RC Member on Active Duty without Pay (Table U7-K2)

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or Qtrs may be authorized for travel days only. Par. 4230.

TABLE U7Z-2 FOOTNOTES:

- 1/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 2/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

C. Inactive Duty Training (IDT) with/without Pay (Table U7K-3). See footnotes 1 and 2

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. 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
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

TABLE U7K-3 FOOTNOTES:

- 1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.
- 2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.
- 3/ Par. 7365 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

D. Senior Reserve Officers Training Corps Member (Table U7K-4). See footnotes 1 and 2.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Gov't conveyance or Gov't procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. Gov't prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. 4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Gov't procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. 7650 applies	Par. 7650 applies	Does not apply while at a location performing field training or at-sea training when both Gov't Qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part A applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part A applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part A applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part A applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part A applies	Ch 5, Part A applies	From home or place ordered to active duty to the first PDS via any TDY en route

TABLE U7K-4 FOOTNOTES:

1/ Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#) -- SROTC advanced training member.

2/ Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#) -- SROTC cadets and midshipmen in the Financial Assistance Program.

E. Miscellaneous (Table U7K-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is IAW DoD FMR, Volume 7A, par. 580105.A	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. DoD FMR, Volume 7A, par. 580105.A for the effective rate.

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CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

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CHAPTER 9: STATION ALLOWANCES**PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS****UNIFORMED MEMBERS ONLY****9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS**

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents' travel from an OCONUS PDS under par. 10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. *Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.*

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN). The ship's home port is the member's PDS for station allowances.

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN) and reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances IAW pars. 2255-C and 4090-Q ([57 Comp. Gen. 178 \(1977\)](#)).

2. Member without Dependents Ordered to TDY at Home Port. Par. 9200-B2 applies only to COLA ([53 Comp. Gen. 535 \(1974\)](#)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port.

C. Fractional COLA for Member-without-Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. 9125, when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General. A member with dependents is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents' location begins on the day dependents arrive at that location.

1. Unaccompanied Tour. A member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

a. Par. 5114-D2 to a designated place in a non-foreign OCONUS area, or

b. Par 5114-D3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

2. Unusually Arduous Sea Duty. A member with dependents, assigned to unusually arduous sea duty, who moves dependents under:

a. Par. 5116-A2 to a designated place in a non-foreign OCONUS area, or

b. Par. 5116-A3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or

c. Par. 5116-A4 to an OCONUS location justified under unusual conditions or circumstances.

Part D: Misc Conditions Affecting Allowance Payments (Uniformed Members Only)

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (par. 5116-A).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. 9205-C.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. 9205-C if the dependents move to a designated place, or under par. 9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Gov't expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. 5116-D), COLA and TLA under par. 9205 terminates as provided in par. 9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. 9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (App A) at personal expense, stop station allowances based on the old location the day before the dependents departed. *Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.*

9210 STATION ALLOWANCES WHEN MEMBER MARRIED TO MEMBER COUPLE

A. When Separate Households are Maintained. When a member married to member couple maintain separate households at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. COLA when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, par. 9115-B9. *In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.*

9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: TLA is not payable incident to an evacuation.

A. A Member with Command-sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated (Par. 9105-B) effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates (Par. 9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Member with Non-command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS OR FOR OTHER CIRCUMSTANCES

A. Advance Travel. When dependents are command-sponsored and authorized to travel before the member and arrive at the new OCONUS PDS before the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. 10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. 9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the member and arrive at the new OCONUS PDS after the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents' travel from an (the old) OCONUS PDS under par. 10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. *Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.*

*C. Deferred Travel. When dependent travel to the new OCONUS PDS is deferred pending housing availability, COLA at the old OCONUS PDS or designated place continues until the dependents depart or for 60 days after dependent travel to the new PDS is authorized. The Secretarial Process may extend the 60-day period (see par. 10406). TLA for dependents may be authorized/approved IAW par. 9170.

*D. Other Circumstances. When there is a Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation under par. 10402 (e.g., PME, training or member's pending retirement), COLA continuation is authorized for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. *Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.*

*E. Assigned to Gov't Qtrs. When dependents are assigned to Gov't Qtrs ICW advance arrival at a member's OCONUS PDS, during delayed departure from a member's OCONUS PDS, or other circumstances in par. 9220-D, a Secretarial decision (by either the Secretary Concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance

approvals. When dependents are residing in Gov't Qtrs, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

NOTE 1: Prior to a change to [37 USC §475](#) authorized by the FY06 NDAA, station allowances for a member's dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS PDS. The FY06 NDAA changed [37 USC §475](#) by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the member is assigned inside CONUS.

***NOTE 2:** A member may be authorized dual COLA at the with-dependent rate based on the dependent's location and the without-dependent rate at the member's PDS if dependents are command sponsored and authorized/ approved for advance or delayed travel or other circumstances in par. 9220-D thru the Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) process pars. 9105-A, 9130-A, 9205-G, 10402-B, 10412-B and 10412-C).

9225 STATION ALLOWANCES FOR FOREIGN-BORN DEPENDENTS EARLY RETURNED

A member, whose foreign-born dependents are authorized early return travel to the native country under par. 5096, is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location. [DoDI 1315.18](#), Procedures for Military Personnel Assignments, par. E4.7.

9230 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

- A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized station allowances under this Chapter.
- B. Maximum Allowances. The station allowances amount, when added to the UN mission subsistence allowance, cannot exceed the station allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.
- C. UN Mission Per Diem Reduction Not Authorized. This par. does **not** authorize a reduction in the UN mission subsistence allowance.
- D. Other Paragraphs. Also see par. 10034 for housing allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 7640.

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.

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). 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, unloading, 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)	National Security Agency/Central Security Service (NSA/CSS)	Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)		
U.S. Court of Appeals for the Armed Forces	Defense Health Agency (DHA)	Defense Legal Services Agency	Pentagon Force Protection Agency (PFFA)	Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)		

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

A. General

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JTR, par. 7615-D1, or for transportation for survivors of a deceased member authorized in JTR, par. 7260-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);
3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

B. Exception. Except for transportation to obtain OCONUS medical care (JTR, par. 7105-A), any of the following individuals:

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;
8. For transportation authorized in JTR, par. 5088-B,
 - a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JTR, par. 5154.;

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

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

(1) Has not attained age 21, or

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

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

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

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

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

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

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

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . ., 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,

"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](#).

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.

GEOGRAPHIC 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 geographic localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographic locality and Ireland (Republic of) is a separate geographic locality; France and Germany are separate geographic localities; Portugal and the Azores are separate geographic localities; the Philippine Islands are the same geographic locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographic locality. The Ryukyu Islands (including Okinawa) are a separate geographic locality. With regard to the U.S., CONUS is a single geographic locality, but the states of HI and AK and each U.S. territory or possession, are separate geographic localities.
3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographic 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.

i. Low Speed Vehicles (LSVs) defined IAW 49 CFR Part 571.500.

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.

i. Low speed vehicles (LSV) defined IAW 49 CFR Part 571.500.

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 geographic localities, an OCONUS place of employment outside the geographic 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 geographic 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. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. ; 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. 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. For an RC member ordered to active duty, 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, only if there is a break of active duty/service exceeding one full day. The command may request the RC member provide documentation to support the location of their primary residence/home.

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.

D. Low Speed Vehicle (LSV). The low speed vehicles must be legally eligible for public use, licensed, and meet the motor vehicle laws at the new PDS destination. Refer to [49 CFR 571.500](#) for Department of Transportation (DOT) federal statute pertaining to LSV definition.

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) (<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, Anathath, 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 I: TRAVEL ORDERS

PART 3: TRAVEL ORDER CONTENT

CIVILIAN EMPLOYEES ONLY

A. Form of Request. Use the travel order forms prescribed in App I, Part 4, par. A (TDY) and App I, Part 4, par. B (PCS).

B. Information Required ([FTR §301-10.5](#))

1. General Information. The following information must be included on each travel order. ***NOTE: See par. 2110-E if premium class accommodations are authorized.***

- a. Employee's name;
- b. AO's signature (digital in DTS);
- c. Travel purpose (see App H);
- d. Travel order conditions or limitations;
- e. Cost (for an open order, include a travel cost estimate over the period covered) estimate;
- f. A statement that the employee is authorized to travel;
- g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov't personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency." ([DoD FMR, Vol. 9, par. 030503](#));
- h. A statement indicating whether the traveler is/is not a GTCC IBA holder ([DoD FMR, Vol. 9, par. 030503.A](#));
- i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. ([DoD FMR, Vol. 9, par. 030503.B](#));
- j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer ([DoD FMR, Vol. 9, par. 030503.C](#));
- k. A statement indicating that CTO use to arrange official travel is mandatory, or a detailed statement of why a CTO is not available/not being used. ***NOTE: Virtually every DoD component has a contractual arrangement with a CTO requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the CTO, if the CTO can provide the required official transportation arrangements.***;
- l. A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P, Part 1, par. A6 applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost."; and

- m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments.
- n. If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.
- o. A statement that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).
- p. A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication is not sufficient to accomplish travel objectives.

2. Specific Authorization/Approval. ([FTR §301-2.5](#)) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

- a. Use of premium class service on common carrier transportation (par. 3520-C);
- b. Use of a non U.S. certificated air carrier (par. 3525);
- c. Use of extra-fare train service (par. 3625);
- d. Travel cost estimate (a blanket travel order should include an estimate for the period covered);
- e. A statement that the employee(s) is (are) authorized to travel; and
- f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at Gov't expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

- a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;
- b. Reduced per diem rate payment (par. 4095);
- c. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation (JER), DoD 5500.7-R, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html); and
- d. Travel expenses related to conference attendance (App R).

C. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

- 1. That the travel type is "blanket TDY travel";
- 2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;
- 3. Of the general geographic area limitations;
- 4. Of a specific period of time within a fiscal year;
- 5. Of the reason(s) for this type of travel;

6. Designating the traveler as an acting transportation officer, if applicable;
7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov't's advantage, if appropriate;
8. Authorizing excess accompanied baggage, if necessary; and
9. Of other conditions, limitations, and instructions, as appropriate.

NOTE 1: A blanket travel order is not used in DTS.

NOTE 2: A blanket travel order must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov't (under 5 USC §5703) and paid on a daily-WAE basis or serving without pay or at \$1 a year (see par. 7820 and App E, Parts 1 and 2). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

E. PCS Travel

1. General. A travel order must state specific allowances and procedures the employee is authorized to follow ([FTR §302-2.104](#)). A PCS travel order must contain the same basic information prescribed in App I, Part 4, par. B, plus a statement:

a. In all cases:

- (1) Naming the old and new PDSs and their locations;
- (2) The reporting date at the new PDS; and

b. If applicable:

- (1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;
- (2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- (3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 3105. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed. See App G.;
- (4) The maximum HHG weight the employee may transport including:
 - (a) SIT authority;
 - (b) HHG shipment origin and/or destination points (when different from the employee's);
 - (c) The transportation method (commuted rate or actual expense (Gov't arranged or employee arranged NTE the Gov't arranged cost)); and

- (d) (For Gov't arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Gov't expense (e.g., borne by, or collected from, the employee);
- (5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
- (6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.
- (7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

- a. That the travel type is "PCS travel," and
- b. If applicable:
 - (1) That a service agreement has been signed. See par. 5820;
 - (2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
 - (3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary PQtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***
 - (4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;
 - (5) Authorizing real estate and unexpired lease expenses;
 - (6) Authorizing special conveyance use for PCS travel;
 - (7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's advantage;
 - (8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);
 - (9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

- (10) That a reduction in force or function transfer is due to base closure if such is the case; and
- (11) The conditions in par. 5604-B1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.
3. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:
- a. That the travel type is "travel to first duty station (5 USC §5723)";
 - b. Of the date the required service agreement is signed;
 - c. Of the actual residence;
 - d. Of the position title and grade to which appointed;
 - e. If transportation of POV(s) within CONUS is authorized (*only* after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's financial advantage; and
 - f. That the conditions in par. 5604-B11 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.
4. OCONUS Permanent Duty Travel
- a. General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:
- (1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;
 - (2) Of the actual residence, as appropriate;
 - (3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;
 - (4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
 - (5) Of transportation modes (see App I4, par. B) (circuitous route travel for personal reasons may not be authorized at Gov't expense, see pars. 3005-E, 3210 and 3220);
 - (6) For POC travel, that POC travel is to the Gov't's advantage, or of the reimbursement limitation IAW par. 5604;
 - (7) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov't transportation facilities.;
 - (8) Of the maximum HHG weight the employee may transport and/or store; and
 - (a) Any weight limitation imposed by the OCONUS command;
 - (b) The weight allowance for consumables, if authorized (par. 5694 and App F);
 - (c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov't arranged move; and

(d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov't's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

*(12) If ocean going car ferries are authorized. See Ch 3, Part I.;

(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(2) Of the number of leave days granted;

(3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(5) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(6) Of accompanied baggage weight limits;

(7) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

F. TCS Travel

1. Events Requiring a Travel Order. A separate travel order is required to:

a. Assign the employee from the PDS to a TCS location;

- b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:
- c. Assign the TCS location as the new PDS; and
- d. Authorize the employee to return to the former PDS (par. 5904-B1).

2. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in App I, Part 4, par. B, plus a statement:

- a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;
- b. Of the PDS(s) and TCS involved and locations;
- c. Of the TCS/PDS reporting date; and if applicable;
- d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;
- e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 3105. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see App. G);
- g. Of the maximum HHG weight the employee may transport;
 - (1) Of SIT storage authority;
 - (2) Of HHG origin and/or destination points (when different from the employee's);
 - (3) Of the transportation method (commuted rate, or Gov't arranged (or actual expense NTE the Gov't arranged cost)); and
 - (4) How the employee intends to fulfill financial responsibility for charges not allowed on a Gov't arranged move (e.g., borne by, or collected from, the employee);
- h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
- i. If TQSE is authorized for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

- j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
- k. Of transportation modes (App I, Part 4, par. B);

- l. Prohibiting commercial transportation use when Gov't transportation facilities make the travel reservations;
- m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
- n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- o. Whether or not POV shipment is authorized; and
- p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, par. 7020";
3. Traveler's name and position title and employer, if applicable;
4. Traveler's home address;
5. Traveler's business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, limitations (see App I, Part 4, par. A2, item 16 for pertinent statements required to be included); and
15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in App E, Part 2. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the Gov't. See par. 1000-D.