

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 JUNE 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 27-14(E) 28-14(E) and 41-15-(I) -- App W Updates (Various Locations). Combines MAP/CAP 27-14(E), MAP/CAP 28-14(E) and MAP/CAP 41-15(I) updates to JTR, Appendix W that are scheduled for publication in the June 2015 JTR monthly changes.

MAP 39-15(I)/CAP 39-15-15(I) -- USPHS FEML Location Update. USPHS recertifies New Delhi (India) FEML location for 24 months; new certification date is 31 March 2017 for assigned UPSHS members. Certification authority is Department of Health and Human Services, Deputy Director, Commissioned Corps Personnel and Readiness memo dated 16 March 2015. Affects App S.

MAP 40-15(I) -- MIHA Security Locations. This item updates MIHA security locations. Affects App N2.

MAP 49-15(I) -- Delete App N2, Table 2. This item deletes App N2, Table 2 as the PDTATAC Allowances branch keeps this historical data on file, but the information is unnecessary for publication. Affects App N2.

MAP/CAP 52-15(I) -- Intermittent Employees. This item deletes wording in par. 1000-B that incorrectly excludes "intermittent employees" from JTR application.

MAP/CAP 53-15(I) -- Taxicab/Limousine Service Use to/from the Family's Residence on Official Travel. This item clarifies that transportation is authorized to/from the transportation terminal when the traveler leaves/returns to the family's residence, ICW official travel. Affects par. 3310.

MAP/CAP 54-15(I) -- Transportation Terminal Parking Fees. This item aligns wording on transportation terminal parking fees, and clarifies that tips are included in the cost. Affects pars. 2830-G and 4780.

MAP/CAP 56-15(I) -- Per Diem Definition Correction. Corrects and clarifies wording ICW tips for hotel employees. Affects App A1.

MAP/CAP 57-15(I) -- Mobile Home Preparation Fees. This item clarifies that mobile home preparation fees are payable for personally procured commercial transportation, personally procured transportation not by a commercial transporter, and Gov't procured transportation. Affects pars. 5410-F, 5754-E1, and 5758-F.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 JUNE 2015

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

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Chapter 2									
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Part C	05-15	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	10-14
Part E	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
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Part G	02-15	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	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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Part M	06-15	05-15	04-15	12-14	12-14	12-14	12-14		
Chapter 3									
TOC	05-15	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	10-14
Part A2	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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Part C	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D	06-15	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	10-14
Part F	04-15	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	01-15	10-14	10-14	10-14
Part H	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14

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Chapter 4									
TOC	05-15	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	01-15	11-14	11-14	10-14
Part B1	06-15	05-15	02-15	02-15	02-15	01-15	12-14	10-14	10-14
Part B2	06-15	01-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part B3	04-15	04-15	04-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B4	04-15	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	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	11-14	
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Part D	03-15	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	10-14
Part E2	10-14	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	02-15	10-14	10-14	10-14	10-14
Part G	06-15	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	10-14
Part H2	10-14	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	10-14
Part J	11-14	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	01-15	10-14	10-14	10-14
Part L	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Chapter 5									
TOC	05-15	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	10-14
Part A2a	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A2b	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A3a	05-15	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	02-15	10-14	10-14	10-14	10-14
Part A3c	05-15	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	01-15	11-14	11-14	10-14
Part A4	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5a	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A5b	04-15	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	12-14	10-14	10-14
Part A5d	03-15	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	10-14
Part A5f	12-14	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	10-14
Part A5h	10-14	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	10-14
Part A5j	01-15	01-15	01-15	01-15	01-15	01-15	12-14	10-14	10-14
Part A6a	03-15	03-15	03-15	03-15	02-15	10-14	10-14	10-14	10-14
Part A6b	05-15	05-15	03-15	03-15	12-14	12-14	12-14	10-14	10-14
Part A6c	03-15	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	10-14
Part A7	06-15	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	02-15	10-14	10-14	10-14	10-14
Part A9	02-15	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	02-15	12-14	12-14	10-14	10-14
Part B1	02-15	02-15	02-15	02-15	02-15	12-14	12-14	10-14	10-14

JTR	06-15	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	02-15	10-14	10-14	10-14	10-14
Part B2b	05-15	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	10-14
Part B3a	05-15	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	10-14
Part B3c	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B4	05-15	05-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B5a	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B5b	04-15	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	12-14	10-14	10-14
Part B5d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5e	03-15	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	10-14
Part B5g	10-14	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	10-14
Part B6a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B6b	06-15	05-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B6c	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B7	06-15	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	10-14
Part B9a	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B9b	05-15	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	10-14
Part B9d	10-14	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	01-15	12-14	10-14	10-14
Part B11a	01-15	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	10-14
Part B11c	12-14	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	10-14
Part B11e	03-15	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	12-14	10-14	10-14
Part B13	10-14	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	10-14
Part B14b	10-14	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	10-14
Part B15a	10-14	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	10-14
Part B15c	10-14	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	10-14
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Part A1a	01-15	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	10-14
Part A1c	04-15	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	10-14
Part A1e	10-14	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	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	10-14
Part A2b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	04-15	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	10-14

JTR	06-15	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	10-14
Part A2f	10-14	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	10-14
Part B2	10-14	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	10-14
Part B3b	10-14	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	10-14
Part B3d	10-14	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	12-14	10-14	10-14
Part B4	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5	04-15	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	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	10-14
Part A2	10-14	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	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	10-14
Part A5	10-14	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	10-14
Part A7	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A8	04-15	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	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	10-14
Part A11	10-14	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	10-14
Part B2	12-14	12-14	12-14	12-14	12-14	12-14	12-14	11-14	10-14
Part B3	05-15	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	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	10-14
Part C2	10-14	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	10-14
Part D2	03-15	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	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	10-14
Part F1	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part F2	03-15	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	10-14
Part H1	02-15	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	10-14
Part I	10-14	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	12-14	10-14	10-14
Part K	05-15	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	10-14
Part L2	10-14	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	10-14
Part M2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part X	06-15	04-15	04-15	03-15	01-15	01-15	10-14	10-14	10-14
Chapter 8									
TOC	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Ch 8	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14

JTR	06-15	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Chapter 9									
TOC	05-15	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	10-14
Part B	11-14	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	10-14
Part C2	10-14	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	10-14
Part C4	10-14	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	12-14	10-14	10-14
Part C6	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C7	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part D	05-15	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	12-14	10-14	10-14
Part A	02-15	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	10-14
Part C	12-14	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	12-14	10-14	10-14
Part E1	10-14	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	12-14	10-14	10-14
Part E3	10-14	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	10-14
Part E5	10-14	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	10-14
Part E7	10-14	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	12-14	10-14	10-14
Part E9	12-14	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	12-14	10-14	10-14
Part E11	10-14	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	12-14	10-14	10-14
Part E13	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix A									
Part 1	06-15	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	12-14	11-14	10-14
Appendix E									
Part 1	03-15	03-15	03-15	03-15	01-15	01-15	12-14	10-14	10-14
Part 2	04-15	04-15	04-15	03-15	02-15	10-14	10-14	10-14	10-14
Part 3	03-15	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	10-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Appendix G									
App G	04-15	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	10-14
Part 2A	10-14	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	10-14
Part 2C	10-14	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	10-14
Part 3B	10-14	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	10-14

JTR	06-15	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	10-14
Part 4B	10-14	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	10-14
Part 5A	10-14	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	10-14
Appendix I									
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	04-15	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	06-15	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	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	10-14
Part 1	10-14	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	10-14
Part 3	10-14	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	10-14
Part 1	10-14	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	10-14
Part 3	10-14	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	10-14
Appendix M									
App M	10-14	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	10-14
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	06-15	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	10-14
App O	04-15	04-15	04-15	01-15	01-15	01-15	11-14	11-14	10-14
Appendix P									
Part 1	06-15	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	01-15	10-14	10-14	10-14
Appendix Q									
Part 1	03-15	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	10-14
Part 3	11-14	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	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	10-14
Part 2	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Appendix S									
App S	06-15	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	10-14
App T	10-14	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	11-14	10-14
Appendix W									
App W	06-15	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14

CHAPTER 1: GENERAL

PART A: ADMINISTRATION AND GENERAL PROCEDURES

1000 APPLICATION

A. Personnel Covered

1. **Uniformed Members Only:** The JTR applies to:
 - a. An Active or RC member, without regard to the Service, Agency (e.g., DIA), or other Gov't entity (e.g., DHS, DoS);
 - b. Dependent(s) of an individual covered by the JTR (unless eligible for separate allowances); and
 - c. A member on loan, assignment, or detail to another Department/Agency. Except as in par. 1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another department/agency is authorized JTR allowances, not the allowances of the department/agency to which loaned/assigned/ detailed.
2. **Civilian Employees Only:** The JTR applies to:
 - a. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;
 - b. Dependent(s) of an employee/individual covered by the JTR (unless eligible for separate Allowances);
 - c. A civilian official and/or employee of another Gov't department and/or agency who performs an official assignment for and at DoD's expense;
 - d. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
 - e. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, [Civilian Marine Personnel Instruction \(CMPI\) Instruction 4650](#);
 - f. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);
 - g. A National Guard technician employed pursuant to [32 USC §709](#);
 - h. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Gov't;
 - i. A new appointee to the SES, and
 - j. Certain Presidential appointees.

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

- *1. A NAF official and/or employee traveling on NAF business (the JTR may be adopted and interpreted by NAF activities for NAF employees.);
- *2. A contractor's representative and/or contractor's employee under a contract with DoD;
- *3. A DoD employee appointed under [22 USC §2385\(d\)](#); or
- *4. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD Agency and who is subject to the funding Agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America Act' always applies to DoD personnel).

C. Statutory Regulations.

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

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

- (1) Travel and transportation at Gov't expense,
- (2) Certain OCONUS station allowances (OCONUS COLA, TLA),
- (3) Housing allowances (BAH, FSH, and OHA), and
- (4) CONUS COLA.

b. Has the force and effect of law and is issued primarily under the authority of [37 USC §§481](#) and [1001](#).

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

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

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

D. Travel Not Paid for by the Gov't

1. **Uniformed Members Only:**

a. The JTR:

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

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

2. **Civilian Employees Only:**

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

a. General. The JTR:

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

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

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

c. Employee Status

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

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

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

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

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

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

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

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

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

1005 PROHIBITION NOT STATED

A. Authority

1. **Uniformed Members Only**: The JTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in the JTR.
2. **Civilian Employees Only**: The FTR creates the authority for payment of certain allowances and is implemented in DoD by the JTR.

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

1015 IMPLEMENTATION

A. Regulatory Authority. IAW [DoDD 5154.29](#) the provisions and subsequent changes to the JTR are effective based on PDTATAC regulatory authority.

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

C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.
2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing below should be implemented by Service/Agency regulations. The following list may not be all inclusive:
 - a. Completion and submission of travel vouchers (Ch 2, Part K);
 - b. Appropriate authority/approval level for business class air travel (par. 3500);
 - c. Order endorsements related to foreign flag carrier use (par. 3525-F);
 - d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. 2030);
 - e. Procedures and conditions under which advance payments are authorized including those in:
 - (1) PDT (Ch 5),
 - (2) Evacuation Allowances (Ch 6),
 - (3) Recruiting expenses (par. 7625),
 - (4) TLA IAW par. 9157 **Uniformed Members Only**,
 - (5) TQSE IAW Ch 5, Part B9 **Civilian Employees Only**, and
 - (6) OHA, IAW par. 10028. **Uniformed Members Only**
NOTE: Advance MIHA is not authorized.
 - f. Appropriate separation or retirement activities (pars. 5066-A3 and 5068-A3);
 - g. Claims for personally procured HHG transportation (par. 5210-D);

- h. Traveler financial responsibility (pars. 2000, 2125, 3105-B, 5206-G, 5212-E, 5322-B2, 5336, 5364, 5388, 5416, 5596-B, 5634-B, 5672-A, 5708, 5710-B, 5736, 5742-E2, 5752-E2, and 5846-B);
- i. Personal emergency determination (par. 7010-A);
- j. Establishing dependency (see App A definition of dependent),
- k. CTO use policy (par. 2400);
- l. Procedures for extending evacuation safe haven allowances (par. 6095-D2);
- m. Transportation of the remains of a deceased member/employee and/or a deceased dependent (Ch 7, Part F);
- n. Currency loss/gain procedures for OHA (par. 10028-D) **(Uniformed Members Only)**;
- o. Command sponsorship criteria (see App A definition of command sponsored dependent) **(Uniformed Members Only)**;
- p. Family member travel and transportation incident to the repatriation of a member held captive par. 7425) **(Uniformed Members Only)**;
- q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-D) **(Uniformed Members Only)**; and
- r. Dependent escort travel and transportation allowances (par. 5152-F) **(Uniformed Members Only)**.

1020 SERVICE/AGENCY REGULATION REVIEW PROCESS

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

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

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

1. Email: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil; or

2. Mail:

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

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

1025 EXPENDITURE AUTHORITY

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

1030 DUPLICATE PAYMENT

1. A duplicate payment is a Gov't payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.
2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the Gov't.*
3. A non-deductible meal (par. 4210) provided to a traveler in a per diem status is not a duplicate payment.
4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in the JTR.
5. The Improper Payments Information Act of 2002, [P. L. 107-300](#) may apply.

1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

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

1040 REGULATION CHANGE EFFECTIVE DATE

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

1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

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

1050 TERMINOLOGY

The terminology used in the JTR may be unique to the JTR. See App A1 for definitions of terms, and A2 for acronyms. Use the relevant Chapters and Parts, with App A to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other Gov't regulations.

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

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

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

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.***

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.

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

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 Fees1. 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 to 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.***

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.

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

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**.

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.

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

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 Terminal Parking Fees**. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares (including tips). See par. 4780 for exception for Uniformed Members only.

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

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

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

D. Prudent Traveler Responsibility

1. The traveler and command must adhere to the prudent traveler rules for Gov't funded official travel. See par. 2000 and [CBCA 2852-TRAV, 28 August 2012](#).
2. Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible.
3. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

3305 REIMBURSABLE EXPENSES

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

3310 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminal

1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares between :
 - *a. Place of residence/family residence (see par. 4430)/lodging/place of duty at the PDS/TDY station and transportation terminals;
 - b. Transportation terminals if a free transfer is not provided;
 - c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
 - d. A transportation terminal and limousine service terminal.

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

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

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

*1. Traveler's residence/family's residence (see par. 4430) to the PDS on a TDY departure day requiring at least one night's lodging, and

*2. PDS to the residence/family's residence (see par. 4430) on the TDY return day.

3315 BUS, STREETCAR, AND SUBWAY USE

A. To/from/between Transportation Terminals

1. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

- a. Between places of residence, lodging, or duty at the PDS/TDY station and the transportation terminal;
- b. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
- c. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the traveler's control.

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

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

3320 SPECIAL CONVEYANCE USE

A. Authorization/Approval. An AO may:

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

B. To/from Carrier Terminals. The traveler:

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

C. Between Duty Stations

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

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

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

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

F. Reimbursement

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

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

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

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

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

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

3330 SELECTING A RENTAL VEHICLE

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

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

C. Rental Service Cost

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

D. DTMO Rental Car Agreement

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

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

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

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

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

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

1. Mail:

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

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

3. The [DTMO website](#).

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

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

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 1: GENERAL

4050 PER DIEM

A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.
2. Per diem is payable for whole days, except for PDS departure/return days.
3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.
4. [Per diem rates](#) are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. 4130-K if neither Gov't Qtrs nor commercial lodging is available at the TDY location.
5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.
6. 'Lodging-Plus' per diem is not authorized for any day that PCS 'MALT-Plus' per diem is paid **Uniformed Members Only**.
7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.
8. GSA, DoD, and DoS are responsible for travel [per diem rates](#). See par. 4120.
9. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#).
10. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. 2710 and [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 higher 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 status

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

2. Per Diem Authorized. Per diem is authorized:

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

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

b. During a Delay/processing incident to:

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

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

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

1. General. Per diem is:

- a. *Not* authorized for a member who is a hospital inpatient.
- b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (App A1).

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

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

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

N. Hospitalized Member (Uniformed Members Only)

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, [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-H.

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-H 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.

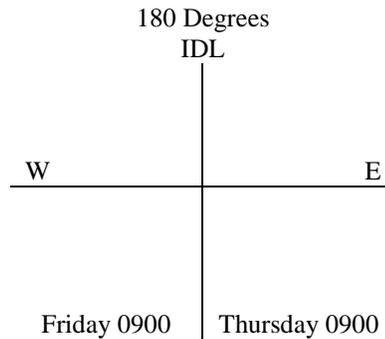
D. Brief Stay in the PDS Vicinity During TDY (Civilian Employees Only). Per diem at the PDS must be paid if:

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>

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

4130 TDY LODGING

A. General

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

B. 'Lodging Plus' Computation

1. Requirements

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

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

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

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

C. Receipts

1. General. See par. 2710 and the [DoD FMR 7000.14-R, Volume 9](#) concerning receipts.
2. Long Term TDY Flat Rate Per Diem. A lodging expense receipt is not necessary when par. 4250 applies unless to validate related expenses such as lodging tax or a parking fee.

D. Lodging Tax

1. General

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

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

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

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

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

E. Gov't Qtrs

1. A fee/service charge paid for Gov't Qtrs use is an allowable lodging expense.
2. Reimbursement for Gov't Qtrs use is NTE the maximum locality lodging ceiling.
3. See par. 2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a U.S. Installation, and Gov't Qtrs on that U.S. Installation are available and directed on the order **(Uniformed Members Only)**.

F. Single and Multiple Occupancy of a Room

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

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

G. Lodging with a Friend or Relative

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

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

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

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

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

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

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

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

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

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

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

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

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

H. Multiple Lessees Involving Leased/Rented Lodging

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

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

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

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

L. Online Booking Tool

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

M. Advance Lodging Deposit. A traveler:

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

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

4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

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

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

D. Training Course Exception (Civilian Employees Only). See par. 4965-B.

4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;
2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the Gov't Qtrs would be available upon return);
3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;
4. Must be approved after the fact (or may be authorized in advance ICW par. 4145-B3 analysis) by:
 - a. An amended order, or
 - b. The AO on the travel voucher.
5. Is limited to a maximum of 7 consecutive days.
6. Extensions (more than 7 consecutive days) must be approved (after travel) (or may be authorized in advance if par. 4145-B3 applies) by the Secretarial Process. See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.

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

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

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

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

C. Lodging Cost

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

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

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

F. Long-term Dual Lodging Not Allowed

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

G. Computation Examples

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

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

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

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

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

4150 LODGING OBTAINED AFTER MIDNIGHT

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

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

4155 LONG TERM TDY LODGING

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

B. **Computation**

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

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

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

C. Computation Example

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

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

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

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

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

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

B. Expenses

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

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

2. Lodging Expenses. Allowable lodging expenses include:
 - a. Apartment, house, or recreational vehicle rent;
 - b. Parking space for the recreational vehicle rent;
 - c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and
 - d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. [B-254626, 17 February 1994](#).
3. Furniture Expenses
 - a. Rental
 - (1) General. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner) are reimbursable expenses.
 - (2) “Option to Buy” Agreements. Some furniture rental agreements include an “option to buy” clause that results in the renter owning the furniture at the contract term end. A traveler may be reimbursed for the cost of an “option to buy” rental agreement *if there is no other alternative*. If the “option to buy” plan is used, the traveler must reimburse the Gov’t the amount credited toward the purchase, if paid as part of the travel claim settlement. See [B-259520, 7 December 1995](#).
 - (3) Damage Waiver Fee. If a damage waiver fee is required as part of the rental cost, the traveler may be reimbursed for the fee as part of the furniture rental while on TDY, *if there is no other alternative*. [CBCA 1961-TRAV, 20 JULY 2010](#).
 - b. Shipment. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of furniture shipment from a previous residence, even if the shipment is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).
 - c. Purchase. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of purchasing furniture for the unfurnished TDY lodging, even if the furniture purchase is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).
4. Mortgage Interest and Property Taxes. When a dwelling of any kind (including a recreational vehicle) is purchased under some form of “rent to buy” option, all associated mortgage interest and property taxes, previously claimed, *must be repaid*. [FTR §301-11.12\(b\)](#).

4165 RESIDENCE PURCHASED AND USED FOR TDY LODGING

A. **Uniformed Members Only**

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

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

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

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

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

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

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

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

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

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

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

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

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

4170 LODGING COST UNDER THE BARTER SYSTEM

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

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

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

4175 LODGING PER DIEM COMPUTATION

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

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

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

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

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CHAPTER 4: TDY

PART 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 (including tips).

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* (including tips).

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 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 7: MOBILE HOME TRANSPORTATION****5396 SCOPE**

- A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move.
- B. Mobile Home Definition. See App A.
- C. Additional Allowances. Transportation of the TDY HHG weight allowance under Ch 4, Part I, for TDY en route, is authorized in addition to mobile home allowances.
- D. Limitations
1. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. 5420-I).
 2. The member may not request/accept payment, for PCS HHG weight allowance transportation at Gov't expense for PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation.
 3. The member may receive mobile home transportation allowances to a designated place IAW par. 5404 and may later transport UB/HHG or transport a mobile home IAW par. 5404.
- E. Constructed Gov't Cost
1. General. The constructed Gov't cost to transport:
 - a. The mobile home,
 - b. Any HHG removed from the mobile home (par. 5420-I), and
 - c. Unaccompanied baggage/HHGto the new PDS for the member's use, cannot exceed the Gov'ts 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs.
 2. 'Best Value' Transportation
 - a. The member's maximum cost authorization (Armed Forces and NOAA) is determined by using the 'Best Value' methodology for the channel times the member's authorized maximum HHG weight amount for grade/dependency status. ***FOR PHS: The Gov't's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.***
 - b. Constructed mobile home transportation is always the 'Best Value' transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.
 3. 'Best Value' Determination. For details on 'Best Value' costs are determined see the [USTRANSCOM website](http://ustranscom.com).

4. Example. A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.

5398 ELIGIBILITY

A. General. A member authorized HHG transportation at Gov't expense may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.

B. Acquisition. The mobile home is acquired on/before the member's PCS order effective date;

C. Mobile Home Used as Residence. The member certifies that the member/member's dependents intend to use the mobile home as a residence at the location to which it is being moved. See par. 5404-D for exceptions.

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the member's (or dependent's/heir's) expense and to the Gov't's satisfaction to withstand the transportation rigors. See par. 5404-F for mobile home body and chassis preparation costs that are reimbursable or that may be performed at Gov't expense; and

E. Authorized Movement. The member is ordered on a PCS between authorized locations (par. 5404), or mobile home transportation is authorized under par. 5420, 5414 or 5424.

5400 FUNDS ADVANCE

1. Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured.

2. The advance is NTE the estimated amount allowable.

3. An advance may not be paid directly to a carrier.

5402 GEOGRAPHIC LIMITATIONS

A. Origin/Destination Points. A member (or dependent/heir) may only be authorized mobile home transportation allowances:

1. Within CONUS,

2. Within Alaska,

3. Between CONUS and Alaska,

4. Through Canada en route between Alaska and CONUS,

5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation. Mobile home transportation is limited to the cost to the Gov't to transport the member's PCS HHG weight allowance between the old and new PDSs.

5404 TRANSPORTATION

A. Definition. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. A member married to member couple may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Gov't may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS order.

C. Member Married to Employee. When one spouse is a uniformed member and the other an employee, and each has a separate PCS order, they may combine their PCS HHG weight allowances (par. 5638).

D. Single Member/Concurrent Travel Performed

1. A member:
 - a. Without dependents, or
 - b. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,is authorized the same mobile home transportation to a selected point as authorized in par. 5404-E.
2. A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependent(s) (or single member) is at an OCONUS PDS other than in Alaska.

E. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska

1. General. When a dependent(s) is authorized to travel to/from the designated place/selected point in CONUS or Alaska to a new PDS (which is neither in CONUS nor Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (par. 5420-I) to:
 - a. The border crossing/appropriate port,
 - b. Designated place, or
 - c. Selected point.
2. UB/HHG Transportation. The member also may transport UB and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS.
3. Gov't's Cost Liability. The Gov't's cost liability to transport:
 - a. The mobile home,
 - b. Any HHG removed from the mobile home (par. 5420-I), and
 - c. UB/HHG to the new PDS for the member's use,

is NTE the Gov't's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.

4. Example. Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 lbs. of HHG. The member transports a mobile home and 1,000 lbs. of HHG (using par. 5420-I) from the old PDS to Cleveland, OH, and 4,000 lbs. of HHG to the new PDS in Germany. The amount that the Gov't pays to transport the mobile home and the 1,000 lbs. of HHG to Cleveland, and the 4,000 lbs. of HHG to Germany may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance of 12,000 lbs. from the old CONUS PDS to the new PDS in Germany.

F. Return from a PDS neither in CONUS nor Alaska

1. General. A member is authorized mobile home transportation:

- a. Within CONUS or Alaska and,
- b. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
- c. The selected point in CONUS or Alaska to the new PDS.

2. Gov't's Cost Liability. The Gov't's cost liability to transport:

- a. The mobile home,
- b. Any HHG removed from the mobile home (par. 5420-I), and
- c. UB/HHG

to the new PDS for the member's use is NTE the Gov't's cost to transport the member's PCS weight allowance between the old and new PDSs.

3. Example. See par. 5404-E.

G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment IAW time limits in par. 5320-G, 5318-A, or 5316-B3.

H. Delayed/Deferred Mobile Home Transportation

1. The member may elect not to move a mobile home when authorized.
2. Mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders, up to the greater of the distances:
 - a. To the new PDS from the former PDS from which the mobile home was not moved, or
 - b. From the current PDS from which the member is being ordered.
3. Example. See par. 5144.

5406 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. Authorized Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under Ch 5, Part A7 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or SIT costs (see pars. 5406-E, 5408-A, and 5408-G) IAW pars. 5396-C and 5422.

B. Reimbursement. Reimbursement:

1. Must not exceed the amount in par. 5396-C.
2. For SIT and dry storage are authorized in par. 5422.

C. Transportation Arrangements. The member is responsible for making personally procured transportation arrangements for the mobile home.D. Paying the Carrier. When paying the carrier the member or dependent/heir ensures that:

1. The transporter's bill/invoice includes specific cost itemization of charges;
2. The carrier's preparation responsibility is known, making the remainder that of the shipper's (i.e., the member or dependent/heir);
3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and
4. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges that would be the financial responsibility of the member or dependent/heir.

E. Transportation Costs

1. Preparation Fees. See par. 5408-E for preparation fees allowed as transportation costs.
2. Costs Allowed. Reimbursement is authorized for the carrier's charges for:
 - a. Actual mobile home transportation (NTE charges approved by the Surface Transportation Board) or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
 - b. Ferry fares; bridge, road, and tunnel tolls;
 - c. Taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in/through its jurisdiction; and the carrier service charges for obtaining such permits; and
 - d. Pilot (flag) car or escort services, if required by law.
3. Costs Not Allowed. Reimbursement is ***not authorized*** for:
 - a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges;
 - b. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";
 - c. Special handling costs requested by the member; and
 - d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

5408 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER.

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5408-E, 5406-E3, 5408-E, and 5408-H. Compute distance IAW par. 2650.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. 2650.

C. Origin/Destination Is an Island within CONUS or within Alaska. The statute distance to/from the usual place of arrival/departure on the mainland is allowed.

D. Origin/Destination Not in CONUS/Alaska. The allowable distance is limited to the distance the mobile home is transported within/between any points in CONUS, within/between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance IAW par. 2650.

E. Preparation

1. Reimbursable Costs. In addition to the allowances in pars. 5408-A through 5408-G, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin inside Alaska/CONUS for transportation/resettling at the destination inside Alaska/CONUS.

2. Costs Not Reimbursable. Costs are *not reimbursable* for preparation of mobile homes located outside Alaska/CONUS for transportation/resettling outside Alaska/CONUS.

3. Preparation Costs Allowed. Preparation costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
- b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
- c. Blocks purchased in lieu of transporting blocks from old PDS and cost of replacement blocks broken while the mobile home was being transported;
- d. HHG packing/unpacking associated with the mobile home;
- e. Disconnecting/connecting utilities;
- f. Skirting removal/installation labor costs;
- g. Movement/reassembling costs of separating, preparing, and sealing each half of a double wide mobile home;
- h. Trailer towing lights installation/removal;
- i. Extension costs of existing water/sewer lines;
- j. Dismantling/assembling costs for a portable room appended to a mobile home;
- k. Expando charges;
- l. Anti-sway device charges (*transportation expense*);
- m. Over-dimension charges and/or permits (*transportation expense*);
- n. Wrecker service when required (*transportation expense*);
- o. Travel lift fees; and

p. Similar expenses.

F. RESERVED

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat)

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin in CONUS/Alaska to a destination in CONUS/Alaska.

2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for:

- a. Fuel/oil used for propulsion of the boat;
- b. Pilots/navigators in open water;
- c. A crew;
- d. Harbor pilot charges;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
- g. Towing, (in tow or towing by pushing from behind); and
- h. Similar expenses.

H. Self-propelled Mobile Home Driven Overland. Reimbursement:

1. Is at the automobile mileage rate (par. 2600) for the official distance between the points authorized, or
2. Is for actual transportation costs subject to the limitation in pars. 5408-E, 4306-E3, 5408-G, 5408-E, and 5408-H; and
3. Must not exceed the amount in par. 5396; and
4. Is authorized for SIT in par. 5422.

I. Self-propelled Mobile Home Driven over Water (i.e., house boat). Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H; or
2. Is the automobile mileage rate (par. 2600) per overland mile for the official distance between the authorized points; and
3. Must not exceed the amount in par. 5396; and
4. Is authorized for SIT in par. 5422.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is for actual transportation costs, subject to the limitations in pars. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H;
2. Must not exceed the amount in par. 5396; and
3. Is authorized for SIT in par. 5422.

5410 GOV'T PROCURED TRANSPORTATION

A. Arrangements. The Gov't arranges the member's mobile home transportation by commercial/Gov't means to/from the points authorized in this Part.

B. Gov't's Cost Obligation. The Gov't pays all transportation costs up to what it would have cost the Gov't to transport the member's PCS HHG weight allowance from the old to new PDS. These costs include pickup, transportation; and delivery of the mobile home to the destination ready for occupancy.

C. Written Agreement of Financial Responsibility. The member or dependent/heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges and costs not allowed as listed in this par.

D. Allowance Limitations. The member may not:

1. Receive any other allowances for the transportation involved, or
2. Transport any HHG separately at Gov't expense.

E. Routing. Expenses for transporting a mobile home at Gov't expense are limited to the usual highway routing in CONUS/Alaska, and through Canada between origin and destination in CONUS/Alaska.

F. Costs Allowed. Costs allowed include charges for:

1. Actual transportation;
2. Ferry fares;
3. Bridge, road, and tunnel tolls;
- *4. Taxes;
- *5. Municipal, state, and/or local permits; and
- *6. Preparations fees (see par. 5408-E).

G. Costs Not Allowed. The member is responsible for any excess preparation, transportation, or non-allowable charges, such as costs for:

1. Storage accruing at any point unless caused by conditions beyond the member's control;
2. Special handling requested by the member;
3. Insurance/excess valuation over the carrier's maximum liability;
4. Body/chassis mobile home preparation;

5. Repairs/maintenance performed en route including:
 - a. Structural repairs,
 - b. Brake repairs, and
 - c. Parts/tire replacement.
6. Connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
7. Damage/Repair Due to an Overload Condition. The member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges.

5412 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS

The allowances in pars. 5406 and 5408 apply to the respective transportation portions if a mobile home is transported 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. This paragraph applies to mobile homes owned by members on active duty inside or outside the U.S. who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status and to a member who dies while authorized basic pay.

B. Transportation

1. General. Transportation is authorized by one, or a combination, of the following:
 - a. Gov't-arranged transportation;
 - b. Personally arranged transportation via a commercial transporter;
 - c. Transportation by a means other than Gov't arranged or personally arranged.
2. Transportation/Incidental Costs. Mobile home transportation/incidental costs under this subpar. are at Gov't expense. The ceilings prescribed elsewhere in this Part do not apply.
3. Advance Payment. Transportation payments authorized by par. 5414-A may be made in advance IAW Ch 2, Part E.
4. Authorized Location. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. 5316, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:
 - a. Dead;
 - b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
 - c. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year

1. A mobile home transported under par. 5414-B4b may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when, through the Secretarial Process, it is determined the circumstances justify an additional move.
2. If HHG were previously transported under par. 5304, a mobile home may be transported under par. 5414-C.

D. Death of a Member. When a member with a mobile home dies on active duty, one dependent of the member is authorized mobile home transportation allowances from the mobile home location on date of death to a place designated by that dependent, provided:

1. The mobile home is used by the dependent as a residence at destination, and
2. Mobile home transportation is completed within 1 year after the member's death, or
3. For Gov't-procured transportation, the mobile home is turned over to a transportation officer within 1 year after the member's death.

E. Time Limit Extension. An extension of the time limits in pars. 5414-D2 and 5414-D3 may be authorized/ approved through the Secretarial Process.

5416 EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

A. General. Mobile home transportation involving excess costs may be made IAW pars. 1015-C2h, 2000-D and 2125.

B. Gov't Financial Responsibility. The Gov't is obligated only for the total authorized cost.

C. Transportation Arrangements. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part.

D. Authorized Circumstances

1. General. Transportation of mobile homes which involve excess cost may be initially paid by the Gov't (but excess costs subsequently reimbursed by the member/heir) when a member is:
 - a. Discharged, resigns, or separates from active duty resulting in a non-pay status, or
 - b. Deceased, or
 - c. Authorized by Service regulations.
2. Member/Heir Financial Responsibility. The member/heir is financially responsible to repay the Gov't for all excess mobile home transportation costs incurred.

5418 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (Gov't or economy) on which the mobile home is located, is authorized Gov't-procured transportation/ reimbursement for the expenses incurred (including SIT under par. 5422) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,
2. Moving it to another location, and
3. Installing it at the new site ([52 Comp. Gen. 69 \(1972\)](#)).

Also see par. 5408-E.

C. Non-reimbursable Expenses. See par. 5410-G.

D. Cost Constraints. *The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs. of HHG.*

E. Ownership. The member/dependent) must own the mobile home when it is moved.

5420 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. 5298-A and 5298-B:
 - a. To a designated place in CONUS, or
 - b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. Ch 5, Part A7 are met.

2. Transportation

- a. Mobile home transportation under this subpar. is in lieu of transporting HHG except as authorized in par. 5208-D3.
- b. The order authorizing dependent transportation (under pars. Ch 5, Part A3d, pars. 5276 and 5424) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. 5278 the transportation is authorized.
- c. After a mobile home is transported due to dependent travel/ transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.

3. Member Assigned to Full PCS Weight Allowance Area. The Gov't's financial responsibility for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place.

4. Example. Dependents return from Hawaii and 1,000 lbs. of HHG are transported from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 lbs. of HHG from Hawaii to Detroit.

5. Member Assigned to Administratively Weight-restricted Area

- a. The mobile home may be transported from a point in CONUS/Alaska to the designated place.
- b. The Gov't's financial responsibility for mobile home and HHG transportation is IAW the basic authorization (par. 5398) to transport the member's PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from:
 - (1) The member's last PDS in CONUS (or Alaska), or
 - (2) The CONUS port (or Alaska) through which the member's HHG from OCONUS would be transported to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice

1. A member authorized HHG transportation under par. 5306 is authorized mobile home transportation to a designated place in CONUS/Alaska, if the conditions in par. 5398 are met.
2. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS/Alaska.
3. When the PDS is in Canada, Mexico, or Central America, authorization is IAW par. 5402-D.

C. Mobile Home Transportation Incident to Tour Extension

1. A member on a tour of short duration (less than the prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Gov't expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS.
2. The authorization is limited to that situation when the tour is extended due to:
 - a. Unusual circumstances, and
 - b. The needs of the Service.
3. This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment ([B-208861, 10 November 1982](#)).

D. Breakdown/Damage/Destruction of a Mobile Home En Route

1. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported.
2. The member may subsequently transport HHG IAW par. 5208-D5.
3. See Ch 5, Part A7 for mobile home transportation cost limitations.

E. Improper Shipments

1. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer.
2. The member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

F. Order Amended, Modified, Canceled, or Revoked.

1. General. When a member's mobile home is transported under par. 5406-C or 5408-B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances:
 - a. To the original destination (as if the transportation was completed),
 - b. To the point the mobile home was intercepted en route and then to the ultimate new PDS,
 - c. To another place authorized in this Part, or
 - d. For return to the old PDS, as appropriate.
2. Example. The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS, the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

G. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the *last* PDS may be authorized at any combination of the point of origin, in transit, or at destination.

H. Transportation before an Order Is Issued

1. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. 5406-C or 5406-A before a PCS order is issued, in the same manner as HHG under par. 5208-E.
2. The member is authorized reimbursement under par. 5406-A only if a PCS order is later issued.
3. The member should retain the AO's/designated representative's written certification (par. 2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

I. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Gov't expense under par. 5208-D5.

5422 STORAGE IN TRANSIT (SIT)A. General

1. *The law precludes more than 180 days of SIT.*
2. SIT is storage authorized with mobile home transportation.
3. This storage is cumulative and may accrue at any combination of origin, in transit, or destination.

4. When storage facilities are unavailable at origin/destination, storage may be in the nearest available storage facility authorized/approved by the transportation officer.
5. In computing the storage periods, the actual storage period governs, regardless of billing practices.
6. The SIT cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance.
- 7 *Except as provided in pars. 5422-C and D, the member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported.*

B. SIT Time Limits

1. SIT - First 90 Days

- a. A member is authorized mobile home SIT at Gov't expense for 90 days with any authorized mobile home transportation.
- b. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. 5422-B.

2. SIT - after the First 90 Days

- a. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned.
- b. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:
 - (1) Serious illness of the member;
 - (2) Serious illness or death of a dependent;
 - (3) Directed TDY after arrival at PDS;
 - (4) Non-availability of suitable permanent location for mobile home; or
 - (5) Acts of God.

C. Order Amended, Modified, Canceled or Revoked

1. Order Amended/Modified. After the date the mobile home was released to a TSP or the Gov't for shipment/SIT, a member whose PCS order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the amended/modified order effective date. After that the amended/modified PCS order establishes the storage allowance.

2. Order Canceled/Revoked. A member on a PCS order, that is canceled/revoked after the date a mobile home is released to a TSP or /the Gov't for shipment/SIT, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in SIT when the PCS order is received, is authorized continued SIT (regardless of the time limit prescribed in par. 5422-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

5424 MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD

A. General

1. Mobile home transportation in lieu of shipping HHG (par. 5208-D3) is authorized IAW Ch 5, Part A7 to a member authorized HHG transportation under pars. 5276-A1, 5276-B, and 5276-C1, 5276-C2, 5276-C3, 5276-C7, and 5276-C8:
 - a. To a CONUS designated place, or
 - b. From a point outside CONUS and Alaska to a designated place in Alaska,
2. The order authorizing dependent transportation under Ch 5, Part A3c also may authorize HHG/mobile home transportation and should specify which of the above cited par. 5276 paragraph(s) authorizes the transportation.
3. When a mobile home is transported due to the early return of a dependent(s), no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Gov't pays for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance from the OCONUS PDS to the designated place.

Example. Dependents return early from HI, and 1,000 lbs. of HHG are transported from HI to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authority for mobile home transportation is based on what it would have cost to move 11,500 lbs. of HHG from HI, to Detroit.

C. Member Assigned to Administrative Weight Restricted Area

1. General. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Gov't's cost for transporting the mobile home may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance, minus the weight of HHG transported from OCONUS, from the:
 - a. Member's last CONUS PDS (or Alaska), or
 - b. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (Example 1).
2. Exception. If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependent(s) returns early from the administrative weight restricted area, the mobile home may be transported at Gov't expense from the point it was located when it could have been transported at Gov't expense to the member's last PDS in CONUS or Alaska. The constructed Gov't cost for this mobile home transportation is based on the member's PCS weight allowance on the order effective date from that station (Example 2).

3. Examples

a. Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early and 1,000 lbs. of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500-pound PCS weight allowance remaining. The member's authority for mobile home transportation is computed based on what it would have cost to transport 11,500 lbs. of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

b. Example 2. A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 lbs. 1,000 lbs. of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early to a designated place in Detroit, MI, and 1,000 lbs. of HHG/UB are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance and 8,000 lbs. remain on the weight allowance that may be transported within CONUS on the early return travel order. The member's mobile home transportation allowances are computed based on what it would have cost to move 7,000 lbs. of HHG from Fort Lewis and 1,000 lbs. from Fort Carson. In the computation, 7,000 lbs. is used from Fort Lewis to Detroit because the member was only authorized 8,000 lbs. when assigned from Fort Lewis and had transported 1,000 lbs. at that time to Fort Carson. The remaining 1,000 lbs. that is authorized transportation within CONUS on the early return travel order from Germany is used in the computation for the distance from Fort Carson to Detroit as more advantageous to the member than the CONUS port (Bayonne, NJ) to Detroit.

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 airfares 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 7: MOBILE HOME TRANSPORTATION****5744 SCOPE**

- A. General. This Part prescribes mobile home transportation allowances for an employee ordered to make a PCS move.
- B. Mobile Home Definition. See App A.
- C. Additional Allowances. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, MALT, and transportation expenses for the employee and dependent(s) ([FTR, §302-10.6](#)).
- D. Constructed Gov't Cost
1. General. The constructed Gov't cost to transport:
 - a. The mobile home,
 - b. Any HHG removed from the mobile home, and
 - c. Unaccompanied baggage/HHG

to the new PDS for the employee's use, cannot exceed the Gov'ts 'Best Value' cost to transport the employee's maximum PCS HHG weight allowance (18,000 lbs.) between the old/new PDSs.

2. 'Best Value' Transportation. Constructed mobile home transportation is always the 'Best Value' transportation cost of the employee's maximum PCS HHG weight allowance between the authorized points.
3. 'Best Value' Determination. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).

5746 ELIGIBILITY

- A. General. An employee, authorized HHG transportation at Gov't expense, may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.
- B. Acquisition. The mobile home is acquired on/before the employee's PCS/TCS order effective date;
- C. Mobile Home Used as Residence. The employee certifies that the employee/dependent(s) intend to use the mobile home as a primary residence at the location to which it is being moved ([FTR, §302-10.2](#)).
- D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the employee's (or dependent's/heir's) expense and to the Gov't's satisfaction to withstand the transportation rigors.
- E. Authorized Movement. The employee is ordered on a PCS between authorized locations (par. 5750).

5748 FUNDS ADVANCE ([FTR, §302-10.300](#))

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) is personally procured using a commercial carrier.
2. The advance is NTE the estimated amount allowable.
3. An advance is not authorized when the Gov't pays the carrier directly ([FTR, §302-10.301](#)).

5750 GEOGRAPHIC LIMITATIONS ([FTR, §302-10.4](#))A. Origin/Destination Points

1. Authorized Origin/Destination Points. An employee may only be authorized mobile home transportation allowances:

- a. Within CONUS,
- b. Within Alaska, and
- c. Between CONUS and Alaska,
- d. Through Canada en route between Alaska and CONUS,
- e. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),
- f. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
- g. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

2. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

- a. Within CONUS,
- b. Within Alaska,
- c. Through Canada en route between Alaska and CONUS, or
- d. Through Canada between one CONUS point and another.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation ([FTR, §302-10.3](#))

1. Mobile home transportation is limited to the Gov't's cost to transport 18,000 lbs. of HHG between the old and new PDS, plus 90 days of HHG SIT.
2. Unused mobile home transportation costs may not be used to ship HHG.

5752 TRANSPORTATION**A. General**

1. Scope. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.

2. Example. An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

3. Maximum Allowances. The employee's maximum allowances are determined by using the 'Best Value' methodology for the channel times the maximum weight (18,000 lbs.). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under DP3 business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

C. Employee with Employee Spouse/Domestic Partner

1. Combined Weight Allowances. When both spouses/domestic partners are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum Gov't cost liability to move their mobile home when each employee is authorized:

- a. A mobile home allowance, and
- b. Movement of a mobile home on a PCS order.

2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC calculation.

D. Employee with Uniformed Member Spouse/Domestic Partner

1. Combined Weight Allowances. When one spouse/domestic partner is an employee and the other a uniformed member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the Gov't's cost liability to transport their mobile home.

2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC.

E. Limitations

1. Reimbursement. Reimbursement is NTE what the Gov't would incur for HHG transportation and 90-days of HHG SIT ([FTR, §302-10.1](#)).

2. Employee Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means (pars. 1015-C2h, 2000-D and 2125).

5754 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. Authorized Transportation. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. 5746-A may transport a mobile home at personal expense and be reimbursed for transportation costs IAW pars. 5754-E, 5756, and 5650-G).

B. Reimbursement. Reimbursement is NTE the amount in par. 5752-A.

C. Transportation Arrangements. The employee is responsible for making personally procured transportation arrangements for the mobile home.

D. Paying the Carrier. When paying the carrier the employee or dependent/heir ensures that:

1. The transporter's bill/invoice includes specific cost itemization of charges;
2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir); and
3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation.
4. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges that would be the financial responsibility of the employee or dependent/heir.

E. Transportation Costs ([FTR, §302-10.200](#)).

*1. Preparation Fees. See par. 5756-E3 for preparation fees allowed as transportation costs.

2. Costs Allowed. Reimbursement is authorized (*NTE the amount in par. 5754-A*) for the carrier's charges for:

- a. Actual mobile home transportation (NTE the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;
- b. Ferry fares; bridge, road, and tunnel tolls;
- c. Taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in/through its jurisdiction; and carrier service charges for obtaining such permits; and
- d. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed ([FTR, §302-10.207](#)). Reimbursement is ***not authorized*** for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (par. 5754-D);
- b. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";
- c. Special handling costs requested by the employee;
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
- e. Storage.

5756 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5754-C, 5754-D, and 5650-B. Compute distance IAW par. 2650.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. 2650.

C. Origin/Destination Is an Island within CONUS or within Alaska. The statute distance to/from the usual place of arrival/departure on the mainland is allowed.

D. Origin/Destination Not in CONUS/Alaska. The allowable distance is limited to the distance the mobile home is transported within/between any points in CONUS, within/between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance IAW par. 2650.

E. Preparation (FTR, §302-10.204).

1. Reimbursable Costs. In addition to the allowances in pars. 5756, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. 5752-E for transportation cost limitations.
2. Costs Not Reimbursable. Costs are *not reimbursable* for preparation of mobile homes located outside Alaska/CONUS for transportation/resettling outside Alaska/CONUS.
3. Preparation Costs Allowed (FTR, §302-10.204). Preparation costs include:
 - a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
 - b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
 - c. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;
 - d. HHG packing/unpacking associated with the mobile home;
 - e. Disconnecting/connecting utilities;
 - f. Skirting removal/installation labor costs;
 - g. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;
 - h. Trailer towing lights installation/removal;
 - i. Extension costs of existing water/sewer lines;
 - j. Dismantling/assembling costs for a portable room appended to a mobile home;
 - k. Expando charges;
 - l. Anti-sway device charges (*transportation expense*);
 - m. Over-dimension charges and/or permits (*transportation expense*);
 - n. Wrecker service when required (*transportation expense*);
 - o. Travel lift fees; and
 - p. Similar expenses.

F. Mobile Home Towed by POC1. Allowances

- a. When a mobile home is towed by a POC, an allowance of \$.11/mile is paid to cover the transportation costs listed in par. 5754-E (FTR, §302-10.201).
- b. The Service/Defense Agency concerned pays the transportation preparation/resettling costs (par. 5756-E) at the destination ([FTR, §302-10.202\(b\)](#)).
- c. A POC PCS mileage allowance is paid IAW par. 2605 ([FTR, §302-10.201](#)).
- d. Distance computation ([FTR, §302-10 Subpart B](#)) is determined by the DTOD (par. 2650).

2. Preparation Costs Allowed ([FTR, §302-10.204](#)). See par. 5756-E.G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) ([FTR, §302-10.5](#))

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin in CONUS/Alaska to a destination in CONUS/Alaska.

2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for ([FTR, §302-10.200\(b\)](#)):

- a. Fuel/oil used for propulsion of the boat;
- b. Pilots/navigators in the open water;
- c. A crew;
- d. Harbor pilot charges;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges related to entry in and navigation through ports;
- g. Towing, (in tow or towing by pushing from behind); and
- h. Similar expenses.

H. Self-propelled Mobile Home Driven Overland. Reimbursement:

1. Is at the automobile mileage rate (par. 2600) for the official distance between the points authorized, or
2. Is for actual transportation costs subject to the limitation in pars. 5754-E, 5754-E3, and 5756-E; and
3. Must not exceed the amount in par. 5752-A.

I. Self-propelled Mobile Home Driven over Water (i.e., house boat). Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E. or
2. Is the automobile mileage rate (par. 2600) per overland mile for the official distance between the authorized points; and
3. Must not exceed the amount in par. 5752-A.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E. and
2. Must not exceed the amount in par. 5752-A.

5758 GOV'T PROCURED TRANSPORTATION

A. Arrangements. The Gov't arranges the employee's mobile home transportation by commercial/Gov't means to/from the points authorized in this Part.

B. Gov't's Cost Obligation. The Gov't pays all transportation costs up to what it would have cost the Gov't to transport the employee's PCS HHG weight allowance from the old to new PDS. These costs include pickup, transportation; and delivery of the mobile home to the destination ready for occupancy.

C. Written Agreement of Financial Responsibility. The employee or dependent/heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges and costs not allowed as listed in this par.

D. Allowance Limitations. The employee may not:

1. Receive any other allowances for the transportation involved, and
2. Transport any HHG separately at Gov't expense.

E. Routing. Expenses for transporting a mobile home at Gov't expense are limited to the usual highway routing in CONUS/Alaska, and through Canada between origin and destination in CONUS/Alaska.

F. Costs Allowed. Costs allowed include charges for:

1. Actual transportation;
2. Ferry fares;
3. Bridge, road, and tunnel tolls;
- *4. Taxes;
- *5. Municipal, state, and/or local permits; and
- *6. Preparations fees (see par. 5756-E3).

G. Costs Not Allowed ([FTR, §302-10-207](#)). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:

1. Storage accruing at any point unless caused by conditions beyond the employee's control;
2. Special handling requested by the employee;
3. Insurance/excess valuation over the carrier's maximum liability;
4. Body/chassis mobile home preparation;

5. Repairs/maintenance performed en route including:
 - a. Structural repairs,
 - b. Brake repairs, and
 - c. Parts/tire replacement.
6. Connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
7. Damage/repair due to an overload condition. The employee must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges.

H. Denied Payment. When the costs in par. 5758-G are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

5760 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS ([FTR, §302-10.203](#))

The allowances in pars. 5754 and 5756 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

5762 EMPLOYEE DEATH ([FTR, §303-70.302](#))

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at Gov't expense.
2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the Gov't will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the Gov't will move the mobile home, left behind in CONUS, for the dependents/heirs to:

- a. The actual residence (App A), or
- b. An alternate destination,

but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.

2. Travel and transportation must begin within one year from the date of the employee's death.
3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART X: MISCELLANEOUS SPECIAL CIRCUMSTANCES

7615 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS (UNIFORMED MEMBERS ONLY)

A. Mobile Units

1. Allowances. TDY travel and transportation allowances without a specific travel order ([47 Comp. Gen. 477 \(1968\)](#)) are authorized while away from the PDS for a member on duty with/under training for:

- a. The Air Mobility Command,
- b. Marine Corps Transport Squadrons,
- c. Fleet Logistics Support Squadrons,
- d. Naval Aircraft Ferrying Squadrons, or
- e. Any other unit determined by the Secretary Concerned to be performing duties similar to those performed by such command or squadrons.

2. Approval. A member's commanding officer/designated representative must approve per diem and transportation claims.

B. Duty Aboard Commercial Carriers. A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem/AEA. ***Mileage is not payable when carriers provide transportation.***

C. River, Harbor, and Flood Control Activities. If meals and/or lodgings are furnished on a floating plant/on shore, the Army Chief of Engineers may prescribe TDY allowances within the maximum per diem/AEA, for a member engaged in river, harbor, and flood control activities.

D. Ship Constructed, Overhauled or Inactivated at Other than Home Port

1. General. A member with dependents is authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

2. Transportation ICW Overhaul/Inactivation

a. If the overhaul/inactivation location:

(1) Is other than the home port, round trip transportation is authorized between that location and the home port.

(2) Becomes the home port round trip transportation is authorized between the new and old home port in lieu of PCS allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), the dependent(s) does not relocate to the new home port.

b. The dependent(s) must reside in the vicinity of the original home port (i.e., within the normal daily commuting area).

3. Transportation ICW Construction

- a. If construction is at a location other than the ship's designated future home port or the dependents' residence, round trip transportation is authorized between the construction location and the future home port or the dependents' residence.
- b. A dependent(s) must not reside at the construction location.

4. Authorized Transportation

- a. Authorized transportation is:
 - (1) Transportation in kind,
 - (2) Member/dependent-procured transportation, or
 - (3) The automobile mileage rate for the official distance.
- b. *Gov't transportation must be used, if practicable.*

5. Reimbursement

- a. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:
 - (1) Par. 3045 for overland travel, and
 - (2) Pars. 5018-C4 or 5082 for transoceanic travel.
- b. Mixed Mode Travel. Mixed mode travel reimbursement is IAW par. 5016.
- c. Policy Constructed Airfare. Reimbursement for member/dependent procured travel and transportation at the automobile mileage rate must not exceed the policy-constructed airfare (App A1) for the member between the:
 - (1) Overhaul/inactivation location and the original home port (par. 7615-B), or
 - (2) Construction location and future home port, or location where dependents reside (par. 7615-C).
- d. Dependent Travel (par. 5134). If a dependent travels instead of the member, the family transportation cost is limited to the cost of Gov't procured commercial round trip travel for the member.
- e. Two or More Members Traveling Together by POC. If two or more members travel together by POC, only the POC operator is authorized mileage.
- f. Meals and Lodging. *Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.*

6. Conditions

- a. The transportation allowance authorization under this par. accrues on the 31st day (and every 60th day thereafter) after the later of the day the:
 - (1) Ship enters the overhaul or inactivation port, or
 - (2) Member is permanently assigned to the ship.
- b. A member must be permanently assigned to the ship for more than 30 consecutive days.
- c. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. 7615 must begin before the ship departs the construction, overhaul or inactivation location.
- d. If a member elects dependent transportation, then member transportation is not authorized.
- e. Each opportunity may alternate between member or dependent travel.

E. Aerial Surveys. Per diem/AEA is authorized for a member assigned to:

1. Aerial surveys of rivers and harbors, or
2. Gov't projects not pertaining to the Service.

**7620 TRAVEL FOR DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS
(UNIFORMED MEMBERS ONLY)**

A. Disciplinary Action

1. Transportation

- a. General. When a member is ordered to travel for disciplinary action:
 - (1) A GOV should be used, if available; or
 - (2) If a GOV is not available, the member must be directed to use Gov't procured transportation;
 - (3) If Gov't procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or
 - (4) If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate (see par. 2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required.
 - b. Limitations. The provisions in par. 3220-B allowing reimbursement up to the directed mode cost does not apply.
2. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. 2030.

3. Per Diem

- a. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized as the traveler is not in a travel status performing official business.
- b. See App A1 for the definition of "travel status".
- c. The Service is responsible for scheduling and arranging travel and transportation for disciplinary action travel at Gov't expense.

B. Prisoners and Guards

1. Travel and Transportation of Prisoners and Their Guards

- a. Documents. All travel and transportation documents, including tickets, should:
 - (1) Be in the name of the member in charge "for" the prisoner(s);
 - (2) Be signed, when proper, by the member in charge; and
 - (3) Not be surrendered to the individual prisoner(s) for any reason.
 - b. Transportation
 - (1) When a prisoner is moved on public transportation, the member in charge should obtain Gov't procured transportation for all members and prisoners named in the order.
 - (2) Transportation in kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.
 - c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.
 - d. Reimbursable Expenses. Reimbursable expenses (App G) incurred ICW pars. 7620-A2, 7620-B and 7620-C are payable.
 - e. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. Installation
 - (1) Authorized Reimbursement
 - (a) A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items.
 - (b) Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter.
 - (2) Reimbursement Limitations. Total reimbursement for meals and lodging must not exceed per diem/actual expense allowances for a TDY member.
2. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in kind to the HOR, or place authorized for residence. ***Par. 3220-B, allowing reimbursement NTE the directed transportation mode cost, does not apply.***

3. Prisoners on "Commandant's Parole"

a. Travel upon Release. A prisoner, who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in kind and meal tickets to the HOR/other authorized destination.

b. Subsequent Travel. If practical and appropriate, a prisoner is furnished transportation in kind and meal tickets, from the HOR/other authorized destination to the location concerned, and for return travel, for official travel required for:

(1) A rehearing that is ordered following travel completion; or

(2) Hospitalization, physical examination, discharge, or other purposes incident to the parole.

c. Actual Transportation Costs and Occasional Meals. If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. 7620-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. 3045, and for occasional meals (par. 4230).

4. Absentees, Stragglers, and Deserters Moved between U.S. Installations. See Ch 7, Part X.

7625 RECRUITING EXPENSE REIMBURSEMENT (UNIFORMED MEMBERS ONLY)

NOTE: See par. 1220 for PDS work site and TDY parking reimbursement.

A. Allowances. An Armed Forces member permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;

2. Parking fees at itinerary stops;

3. Official telephone calls;

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;

5. Other small, necessary recruiting expenditures; and

6. Personally procured and consumed meals at non Gov't events when:

a. A meal is incidental to the event and the recruiter is required to participate because of assigned duty;

b. Attendance during meal time is necessary to full participation in the business of the function; and

c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential formal purpose.

Except in unusual cases, reimbursements should not exceed \$75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in the JTR (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

B. Recruiting Expense Funds Advance. Service regulations may authorize funds advances.

**7630 ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITION
(UNIFORMED MEMBERS ONLY)**

A. General. This Part applies to Armed Forces members who are authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition IAW:

1. [10 USC §717](#), [37 USC §420](#), *and*
2. [DoDI 1330.04](#) for DoD members (and Coast Guard when operating as a service of the Navy), *or*
3. [COMDTINST 1710.13](#) for Coast Guard members.

B. Policy

1. General. An Armed Forces member may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized under par. 7835.
2. Authorization/Approval. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) is authorized/ approved by the Secretary of State.
3. Participation. Participation in other international competitions is contingent upon a Secretary of State determination that U.S. interests are served by participating in each such event.

C. Allowances. An Armed Forces member, who is authorized to attend, train for, and/or participate in the competitions in par. 7630, is authorized TDY travel and transportation allowances.

**7635 MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS
(UNIFORMED MEMBERS ONLY)**

A. General

1. Authorized Transportation. For travel under this Part, a member may be provided:
 - a. In-kind transportation by the least expensive common carrier transportation mode available, or
 - b. The Gov't's cost of that transportation.
2. Reimbursement Limitation. Par. 3220-B, allowing reimbursement up to the directed mode cost, does *not* apply.

B. No Confinement Involved. A member, who has not been confined, is authorized transportation allowances in par. 7635 from the place of separation to the HOR/PLEAD, as the member elects. See par. 7635 for transportation to an alternate location.

C. Upon Parole/Release from a U.S. Military Confinement Facility. A former member, discharged from a U.S. military confinement facility, is authorized, upon parole/final release, transportation allowances in par. 7635 (but no per diem), from the place of confinement to the:

1. HOR/PLEAD, as the member elects; or
2. Place authorized by the Service concerned for residence as a parolee.

See par. 7635 for transportation to an alternate location.

D. Upon Parole/Release from an OCONUS Confinement Facility. A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances in par. 7635 (but no per diem), from the:

1. Place of release from confinement, or
2. U.S. military facility nearest the place of confinement,

to the POD in the country (including a U.S. territory/possession) of the member's HOR/PLEAD, as the member elects.

E. Transportation Allowances to a Place Other than the HOR/PLEAD. Transportation allowances in par. 7635 may be authorized from the place of separation, or point of parole/release from confinement facilities, to a place other than the member's HOR/PLEAD, when:

1. Authorized/approved by the commanding officer or other competent authority; and
2. The Gov't transportation cost does not exceed the transportation cost to the member's HOR/PLEAD, as the member elects.

F. Upon Parole/Release from CONUS Civil Confinement. A former member, discharged while in CONUS confinement by civil authorities (Federal, State, county, or local), is not authorized transportation.

G. Convicted Personnel Awaiting Completion of Appellate Review

1. Involuntary Leave

a. A member, placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge/dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR/PLEAD, as the member elects.

b. The least expensive transportation mode available must be provided or the member may be paid an amount NTE the Gov't's cost of that least expensive transportation.

c. See par. 7635 for transportation to an alternate location.

2. TDY Travel. The member is authorized TDY travel and transportation allowances (including per diem) if:

a. A rehearing is ordered following completion of travel, or

b. Official travel is ordered for hospitalization, physical examination, discharge, or other purposes of an official nature,

3. Member Restored to Duty. If the member is restored to duty, the member is authorized PCS allowances in Ch 5, Part A (including per diem), from the place to which transportation was authorized when placed on appellate leave, to the PDS.

4. Final Separation Travel. When the member travels at Gov't expense to the HOR/PLEAD, or to some other place on a NTE basis, this travel is the final separation travel unless the member is restored to duty. See [63 Comp. Gen. 135 \(1983\)](#).

7640 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION (UNIFORMED MEMBERS ONLY)

- A. Authorized Allowances. A member assigned TDY as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances.
- B. Maximum Per Diem. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the locality per diem allowance.
- C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission per diem allowance.
- D. Member Assigned PCS. For a member assigned PCS as an observer to any UN Peacekeeping Organizations, see pars. 9230 and 10034.

7645 VOIDED ENLISTMENT (UNIFORMED MEMBERS ONLY)

- A. General. A member, released or discharged from active duty due to a voided enlistment, is authorized to travel from the place of release/discharge to the HOR/PLEAD, as the member elects.
- B. Implementing Regulations. Each Service may issue regulations requiring a member, whose enlistment is voided, to use Gov't or Gov't-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Ch 5, Part A are authorized as for a PCS.

7650 SERVICE ACADEMY CADET/MIDSHIPMAN TRAVEL (UNIFORMED MEMBERS ONLY)

A. Travel to and from a Service Academy

1. Upon Entrance to the Academy

a. Person Other than an Enlisted Member

(1) A person (other than an enlisted member) entering an academy is authorized PCS allowances for officers (Ch 5).

(2) PCS allowances are authorized for travel performed, NTE allowances for the official distance between the:

- (a) Abode,
- (b) Home, or
- (c) School,

that the person certifies was the place from which travel began, and the academy involved.

b. Enlisted Member. An enlisted member is authorized PCS allowances for an enlisted member (Ch 5).

2. Upon Graduation and Commission

a. Graduate Officer Leaves the Academy

- (1) A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5), including dependents (par. 5110-B), and HHG (par. 5282-G).
- (2) PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.
- (3) Per diem while TDY en route:
 - (a) Is the same as for a member's TDY, and
 - (b) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

b. Graduate Officer Remains at the Academy

- (1) Upon graduation and commissioning and before beginning PCS travel, the academy is the PDS for per diem purposes, if an officer:
 - (a) Remains at the academy, or
 - (b) Returns to the academy after graduation leave.
 - (2) An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.
3. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5) for travel from the academy to the abode, home, or proper PDS.

4. Rejected Applicants

- a. A prospective cadet/midshipman (other than enlisted), who travels to an academy, at the Gov't's invitation, to accept an appointment, and is rejected for admission; is authorized PCS allowances for officers (Ch 5).
- b. PCS allowances are authorized for round trip travel performed, NTE allowances for the official distance between the:
 - (1) Abode,
 - (2) Home, or
 - (3) School

that the person certifies was the place from which travel began, and the academy involved ([53 Comp. Gen. 236 \(1973\)](#)).

B. TDY Travel

1. Gov't Qtrs and Gov't Dining Facility/Mess Available. A cadet/midshipman is authorized the same TDY allowances as an officer, except that no per diem is payable at the academy when both Gov't Qtrs and a Gov't dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day.

2. Gov't Meal Rate for Cadet/Midshipman. The meal rate for a cadet/midshipman is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate. See App A1 definition of "government meal rate".

C. Travel Incident to Nomination and Admission to a Service Academy

1. Active Duty Uniformed Service Member

a. An active duty member ordered TDY to take preliminary, entrance, or final examinations for admission to an academy, is authorized TDY allowances.

b. ***Travel and transportation allowances to compete for Congressional nominations is not authorized under the JTR.***

2. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable ICW travel performed for examinations preparatory for admission to an academy, to a:

a. Civilian, or

b. RC member not on active duty.

D. Aviation Cadet. An aviation cadet, on active duty traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

7655 ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS (UNIFORMED MEMBERS ONLY)

A. General

1. Application. Par. 7655-A applies to an absentee, straggler, deserter, or member without funds (*with or without a prior order*) who:

a. Surrenders at, or is apprehended and delivered to, a U.S. Installation other than the member's PDS; and

b. Is without funds to purchase transportation.

2. Transportation and Meal Tickets. Necessary transportation and meal tickets (or the cash equivalent of meal tickets (par. 2030)) may be furnished for travel to the new PDS/another place directed by competent authority.

3. Reimbursement. Reimbursement, up to the directed mode cost (par. 3220-B) is not authorized.

B. Member Has a Prior Order

1. Transportation, and Meal Tickets. Transportation and meal tickets (or the cash equivalent of meal tickets) are furnished ICW the prior order.

2. Travel between Old and New PDS. Travel reimbursement between the old and new PDS is IAW Ch 5.

7660 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS (UNIFORMED MEMBERS ONLY)

A. General

1. Application. This Part applies to applicants and rejected applicants for:
 - a. The Uniformed Services,
 - b. The RCs, and
 - c. Flight training.
2. Applicant for Flight Training. The term "applicant for flight training" includes:
 - a. Civilian applicants for appointment as aviation cadets;
 - b. An RC member not on active duty; and
 - c. An SROTC member.

B. Transportation Authority

1. Gov't Funded Transportation. Transportation at Gov't expense is authorized for an applicant of:
 - a. A Uniformed Service,
 - b. An RC, or
 - c. Flight training.
2. Beginning and Ending Travel
 - a. Beginning Travel. Transportation at Gov't expense is authorized from:
 - (1) The place at which application is made, or
 - (2) Home.
 - b. Ending Travel. Transportation at Gov't expense is authorized to:
 - (1) The place of physical examination,
 - (2) The place of qualifying examination, and/or
 - (3) Other processing and acceptance into the Service.
3. Return Transportation at Gov't Expense. An applicant who is:
 - a. Rejected, or
 - b. Accepted and ordered to return home to await further orders or a reporting date,is authorized return transportation at Gov't expense to home/place of application.

4. PCS Allowances and Reimbursable Expenses. Unless a Service publishes regulations IAW par. 7800-C or 7800-D, PCS allowances (Ch 5, Part A), and reimbursable expenses (App G) are authorized.

C. Gov't Procured Transportation and Meal Tickets

1. Service Requirement. Each Service may publish regulations that require use of Gov't procured transportation and meal tickets (par. 2030).
2. Reimbursable Expenses. App G for reimbursable expenses.
3. Gov't Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using Gov't procured transportation and meal tickets:
 - a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (par. 4710-C), and/or
 - b. Reimbursement is provided for occasional meals and Qtrs (par. 4530) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the member is reimbursed under par. 3045-B or 5020-B, as applicable.

D. TDY Allowances

1. Each Service may publish regulations that authorize travel and transportation allowances (including per diem/AEA) ICW applicant processing.
2. The appropriate rates, provisions, and deductions for a member performing TDY are applicable.
3. DoD Service regulations must conform to JTR and be reviewed by PDTATAC IAW [DoDD 5154.29](#). Non-DoD Services are encouraged to have their regulations reviewed by PDTATAC.

7665 RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY)
(UNIFORMED MEMBERS ONLY)

A. Authorization. A retired member called/ordered to active duty (with or without pay) is authorized RC member travel and transportation allowances in par. 7355.

B. Members Covered. This Part includes a member:

1. On TDRL, and
2. In the Fleet Reserve/Fleet Marine Corps Reserve receiving retainer pay.

C. Members not Covered. This Part does not include a member traveling ICW a periodic physical examination covered by par. 7080.

7800 PRE-EMPLOYMENT INTERVIEW TRAVEL (CIVILIAN EMPLOYEES ONLY)

A. Application

1. This Part applies to an interviewee.
2. As used in this Part, an "interviewee" is an individual being considered for employment by a DoD Component.

B. Policy

1. Unless otherwise stated, the allowances established in this Part are the same as those available to a DoD employee traveling on official Gov't business.
2. A DoD Component is not required to offer all allowances to the interviewee (par. 7800-B).

C. Payment Authority. A DoD Component may pay allowable pre -employment interview travel expenses (par. 7800) for eligible individuals (par. 7800-B).

D. Eligibility

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses.
2. See [5 CFR Part 572](#) for OPM qualification criteria guidelines.

E. DoD Component Responsibilities

1. General. A DoD Component must adhere to general travel order policies and practices in this Volume.
- *2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip by trip basis. ***A limited or unlimited open order must not be used for pre-employment interview travel.***
3. DoD Component Responsibility to Inform an Interviewee of DoD Travel Policies. A DoD Component:
 - a. Must communicate DoD travel rules and procedures to the interviewee,
 - b. Should ensure the interviewee understands how travel reimbursements are calculated, and
 - c. Should provide assistance to the interviewee with travel voucher preparation.
4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses
 - a. A DoD Component must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. 5558-E
 - b. Example: A DoD Component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

F. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. Travel Agency Use
 - a. Transportation tickets should be provided by the interviewing DoD Component.
 - b. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a CTO/TMC under contract to the Gov't.
3. Contract Carriers Use. An interviewee is a mandatory user of the Gov't's city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:
 - a. Is accountable for all transportation tickets and Gov't procured transportation documents issued for use in performing pre-employment interview travel.
 - b. Must be provided written instructions at the time a travel order is issued explaining the DoD Component's administrative procedures for controlling and accounting for passenger transportation documents.
 - c. Is financially responsible for the value of the tickets issued if the interview trip is canceled/rescheduled after tickets/Gov't procured transportation documents are issued.
 - d. Is responsible for tickets until they have been used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel order, or issued as a "Notice to Traveler" and attached to the ticket/transportation document when issued to the interviewee.
 - e. And the interviewing DoD Component are bound by the same rules that apply to a DoD traveler/Component (par. 3005).

5. Ticket Exchanges

- a. If the interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application.
- b. The carrier is required to make refund directly to the appropriate DoD Component billing office.
- c. a DoD Component must provide the interviewee with a "bill charge to" address by attaching a copy of the transportation document (or some other document containing this information) to the ticket/travel order ([41 CFR §101-41.210-1](#)).

G. Reimbursement

1. Expense Limitation. A DoD Component may pay to/on behalf of an interviewee the same travel expenses authorized for a DoD employee traveling on official business, *except for the expenses listed in par. 7800-B*.
2. Expense Amount. A DoD Component:
 - a. May pay all or part of pre-employment travel expenses.
 - b. Electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee.
3. Expenses Not Allowed. A DoD component must not pay expenses for:
 - a. Communication services use for purposes other than communication directly related to travel arrangements for the Gov't interview; and
 - b. Hire of a room (App G).

H. Travel Expenses

1. Transportation Expenses. Interviewee transportation by common carrier, other than local public transit systems, must be paid for with a Gov't procured transportation document or a CBA. Common carrier transportation includes air, bus, rail, and other public transit systems.

2. Other Authorized Expenses. The DoD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

I. Sources Not Allowed

1. GTCC

- a. A GTCC, issued to an individual employee, *may not* be used for pre-employment interview travel.
- b. A CBA may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. *The interviewee must not be issued a travel advance.*

3. Travelers Checks. *Gov't contractor issued travelers' checks may not be used for pre-employment interview travel.*

J. Fraudulent Claim. The DoD FMR addresses:

1. Requirements regarding payments when expense(s) are suspected of being fraudulent,
2. AEA denial for an entire day on which a suspected expense is claimed, and
3. Requirements for the traveler to reimburse the Gov't if payment is made before discovery of a suspected falsified expense ([57 Comp. Gen. 664 \(1978\)](#) and [61 Comp. Gen. 399 \(1982\)](#)).

K. Receipt and Record Maintenance. The interviewee should:

1. Keep a record of expenditures chargeable to the Gov't.
2. Retain all receipts until reimbursement claims are settled, even though receipt requirements vary with the reimbursement method. The DoD Component should inform the interviewee of this requirement.

L. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. The interviewee is responsible for preparing and submitting a travel voucher. The DoD Component should assist in the process.
2. Administrative Procedures. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the [DoD FMR, Vol. 9](#).

7805 IPA MOBILITY PROGRAM (CIVILIAN EMPLOYEES ONLY)

A. Temporary Assignment of an Employee between the Federal Gov't and a State or Local Government or Institution of Higher Education Authorized by the Intergovernmental Personnel Act (IPA) Mobility Program. A participant is treated as an "employee" and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. *Assignments solely for training are not to be made using this authority.*

B. Authority. Title [5 USC §§ 3371 - 3375](#) provide authority for the temporary assignment of an employee between the Federal Gov't and:

1. State or local government,
2. Institutions of higher education,

3. Indian tribal governments,
4. Federally funded research and development centers, or,
5. Other eligible organizations.

C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following *may be authorized*:

1. Round trip travel and transportation and per diem IAW Ch 4, Part B (is taxable for an indeterminate period or a period of more than one year) for the employee, or
2. Limited Relocation IAW Ch 5.
 - a. The employee's travel and transportation expenses to and from the assignment location;
 - b. The employee's dependents' travel and transportation expenses to and from the assignment location;
 - c. Transportation and SIT expenses of the employee's HHG and personal effects;
 - d. TQSE at the time the assignment commences and at the time the assignment is completed;
 - e. An MEA; and
 - f. The expenses of NTS of the employee's HHG and personal effects, when the employee is assigned to an isolated location IAW par. 5630-B.

D. Time Limitation. An assignment may be:

1. Up to 2 years in duration, and
2. Intermittent, part time, or full time, and
3. Extended for up to an additional 2 years, when beneficial to both organizations, and
4. Terminated at any time.

E. IPA Mobility Program Allowances. Travel, transportation and related allowances for an employee under the IPA Mobility Program, and dependent, must be IAW [CFR, Part 5, Ch 334](#).

7810 THREATENED LAW ENFORCEMENT OFFICERS (CIVILIAN EMPLOYEES ONLY)

A. Authorization/Approval ([FTR §301-31.1](#)). The DoD Component may authorize/approve transportation and certain subsistence (*not per diem*) expenses to protect a law enforcement/investigative employee and immediate family, when their lives are placed in jeopardy as a result of the employee's assigned duties.

B. Transportation and Subsistence Expenses ([FTR §301-31.5](#)). The DoD Component may pay transportation and subsistence (*not per diem*) expenses when it is determined that a threat against the employee/immediate family member(s) justifies moving them to temporary accommodations at or away from the PDS.

C. Time Limits. The DoD Component must determine how long payments continue based on the specific nature and potential duration of the life threatening situation and the alternative costs of a PCS.

D. PCS Instead of Temporary Accommodations. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the employee, if a PCS is advantageous. Determining factors include the specific nature of the threat, the continued disruption of the family, and the PCS costs.

E. Orders. The DoD Component must establish specific administrative procedures for issuing travel orders and for payment of claims arising from the unique situations covered by this Part.

F. Eligibility ([FTR §301-31.2](#), [§301-31.3](#) and [§301-31.4](#))

1. General. When authorized/approved by the DoD Component, a law enforcement/investigative employee (App A) and immediate family member(s) (App A) are eligible for subsistence and transportation expenses when the employee is in a life threatening situation because of the employee's assigned duties.

2. Extended Family. Based on the nature of the threat, the DoD Component may include other members of an employee's extended family, and the family of the employee's spouse/domestic partner.

G. Temporary Accommodations

1. Location Determination ([FTR §301-31.6](#)). The DoD Component determines if lodging is obtained within the PDS area or at an alternate location.

2. Different Locations for Employee and Family Member(s) ([FTR §301-31.7](#)). Temporary accommodations may be at different locations for the employee and immediate family members.

H. Delegation of Authority. The DoD Component head:

1. May delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses IAW this Part.

2. Must keep the delegation of authority to as high a level as practicable to ensure proper review of the circumstances to take protective action by moving an eligible individual from home.

I. Risk Evaluation

1. General. When a situation occurs that appears to be life threatening, the DoD Component:

a. Must take appropriate action necessary to protect the eligible individual(s), including removal from home.

b. Must immediately inform the DoJ Criminal Division of the threat, IAW DoJ regulations.

c. Must provide the DoJ with the name of each person involved and other pertinent details to determine the degree and seriousness of the threat.

d. Must be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action.

e. Must apprise the DoJ, at 30 day intervals, of the situation for reevaluation/recommendation, and determine if an extension is necessary.

2. Individual Case Assessment. The DoD Component is responsible for deciding each individual case. The decision is based on an assessment of the situation and the advice of the DoJ as to:

- a. Whether or not protective action should be initiated or continued, and
- b. The amount of subsistence and transportation expenses that should be authorized/approved.

J. Transportation ([FTR §301-31.8](#))

1. General. The DoD Component may authorize/approve transportation expense payments to/from a location away from the employee's designated PDS when a situation requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's PDS.

2. Deviation for Security Reasons. Transportation to/from a location away from the employee's designated PDS must be IAW Ch 2 unless the DoD Component specifically authorizes/approves a deviation for security reasons.

K. Subsistence Payments

1. General. Subsistence payments may begin as soon as the DoD Component invokes the provisions of this Part.

2. DoJ Evaluation Period. If the threatened individual is directed to move into temporary accommodations during the DoJ's initial 7 day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual home.

3. Time Limitation ([FTR §301-31.13](#)). The DoD Component may authorize subsistence expense payments up to 60 days. Additional periods may be authorized if the DoD Component determines that an extension is justified.

4. Maximum Allowable ([FTR §301-31.10](#))

a. The DoD Component may pay actual subsistence expenses NTE the maximum allowable amount for the period the employee/family member(s) occupy temporary accommodations.

b. The maximum allowable amount is the maximum daily amount multiplied by the *authorized* number of days the employee/family member(s) occupy temporary accommodations.

5. Maximum Daily Amount. The maximum daily amount is determined by adding the rates in the following table for the employee and each family member authorized temporary accommodations.

If the DoD Component Authorizes:	The employee, or <i>unaccompanied spouse/domestic partner, or other unaccompanied family member may receive:</i>	An <i>accompanied spouse/domestic partner, or a family member who is 12 or older may receive:</i>	A family member under 12 may receive:
Lodging only	The full locality lodging rate	.75 times the full locality lodging rate	.50 times the full locality lodging rate
Full per diem	The full locality per diem rate	.75 times the full locality per diem rate	.50 times the full locality per diem rate

6. Actual Expenses Payment ([FTR §301-31.11](#)). *The DoD Component must not pay a per diem allowance instead of reimbursing actual expenses.*

7. Expenses Covered ([FTR §301-31.9](#))

a. Limitations. Subsistence payments ordinarily are only for lodging costs.

b. Exceptions. Meals and laundry/cleaning expenses may be paid if the:

(1) Temporary accommodations do not have kitchen facilities,

(2) Temporary accommodations do not have laundry facilities, or

(3) DoD Component determines that other extenuating circumstances exist which necessitate payment of these expenses.

L. Itemization and Receipts ([FTR §301-31.12](#) and [§301-31.15](#))

1. Itemization. Actual expenses must be itemized to show the amounts spent daily for:

a. Lodging,

b. Meals, and

c. Other allowable subsistence expense items.

2. Receipts

a. See par.2710 and [DoD FMR 7000.14-R, Volume 9](#) for receipt requirements.

b. Travelers should retain ALL receipts for tax or other purposes.

3. Exceptions. The DoD Component may waive all but essential documentation requirements if documentation compromises the security of any individual involved.

M. Funds Advance ([FTR §301-31.14](#))

1. General. Funds may be advanced for travel and transportation expenses covered in this Part under DoD Component policies and procedures, and IAW Ch 2, Part E.

2. Limitations. Advances must not exceed estimated expenses for a 30 day period computed under par. 7810.

3. Reimbursement to the Gov't. An employee must reimburse the Gov't for any portion of the advance disallowed or not spent.

7815 TRAVELERS WITH A DISABILITY/SPECIAL NEED

A. Provisions

1. Rehabilitation Act of 1973, as amended,

2. [29 USC §701](#) et seq., and

3. [5 USC §3102](#) as amended (**Civilian Employees Only**).

B. Policy. The provisions in this par. accommodate a traveler with a disability/special need by reimbursing necessary additional travel and transportation expenses ICW official travel. *A traveler with a special need and a traveler with a disability are treated the same.*

C. Applicability ([FTR §302-4.100](#) and [FTR §301-13.1](#)). This Part applies to the following individuals with a disability/special need:

1. Employee, as defined in par. 7815, incident to TDY/PCS ([B-198237, May 15, 1980, 59 Comp. Gen. 461 \(1980\)](#)). **(Civilian Employees Only)**
2. Employee as defined in par. 7815, on official travel within the PDS limits ([CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009](#)). **(Civilian Employees Only)**
3. Dependent traveling ICW a PCS, per Agency/Service determination.
4. DoDEA dependent student IAW par. 7155-D or par. 7165-B.
5. A uniformed service member with a special need/disability, as determined by the Service concerned.

D. Limitations

1. Payment is authorized for additional travel expenses incurred by a traveler, with a disability/special need, to provide reasonable accommodations ICW official travel.
2. Reimbursement for lodging is not authorized for a traveler with a disability/special need unless traveling on official business away from the PDS.
3. The Service/Agency may choose any accommodation that is effective. Under the [Rehabilitation Act](#), the Service/Agency is *not* required to provide accommodations that the traveler with a disability/special need *requests/prefers*.

E. Definitions. The terms below are defined for this par.

1. Disability. A “disability” means:

- a. A physical/mental impairment that substantially limits one or more major life activities;
- b. A record of such an impairment; or
- c. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is impairment with an actual or expected duration of 6 or fewer months.

2. Physical/Mental Impairment. “Physical/mental impairment” means/includes:

- a. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
- b. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
- c. "Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing

impairments, and similar diseases and conditions.

3. Major Life Activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

4. Substantially Limits. “Substantially limits” means that the traveler is:

a. Unable to perform a major life activity that the average person can perform; or

*b. Significantly restricted as to the condition, manner, or duration under which the traveler can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

5. Has a Record of Such an Impairment. “Has a record of such an impairment” means the traveler has a history of, or has been classified as having, a mental/physical impairment that substantially limits one or more major life activities.

6. Is Regarded as Having Such an Impairment. The traveler has:

a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;

b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

c. None of the impairments defined in this par., but is treated by the Service/Agency as having a substantially limiting impairment.

7. Traveler with a Special Need. A “traveler with a special need” means having physical characteristics not necessarily defined under disability. Such physical characteristics could include the traveler’s weight, height, or a similar characteristic.

F. Allowable Expenses. The following expenses are payable to a traveler with a disability/special need IAW Service/Agency regulations:

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the traveler. The attendant does not have to be a member of the traveler’s immediate family.;

2. Specialized transportation for the traveler to, from, and/or at the TDY location;

3. Specialized services provided by a commercial carrier necessary to accommodate the traveler’s disability/special need;

4. Costs incurred as a direct result of the traveler’s disability/special need for baggage handling ICW public transportation or at lodging facilities. See par. 2830-G, Baggage Handling Tips.;

5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location;

6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Service/Agency other than economy/coach class travel policy. See par. 2110-J and App P2, Sec C, FAQ #2 for medical justification of ‘other than economy/coach class’ accommodation use.;

and

7. Service of an attendant, when necessary, to accommodate the traveler's disability/special need. See App E1, par. A21 if the attendant traveler is not an employee or member.

G. Personal Assistants for Employees with a Disability/Special Need (Civilian Employees Only)

1. General. [5 USC §3102](#), authorizes hiring (with or without pay) a/an:

- a. Personal assistant,
- b. Reader, and/or
- c. Interpreter,

for an employee with a disability/special need traveling on official business, for all or a portion of the travel period involved.

2. Travel Expenses. Travel expenses and per diem allowances for personal assistants are the same as those for employees traveling incident to TDY. See the [OPM Training Policy Handbook](#) for further guidance.

H. Specially Equipped Automobile Transportation between CONUS PDSs

1. Provision. Specially equipped automobile transportation between CONUS PDSs is based on [64 Comp. Gen. 30 \(1984\)](#).

2. Transportation/Reimbursement. See par. 5616-C concerning transportation by the component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/special need between CONUS PDSs.

7820 TRAVEL OF A CONSULTANT OR EXPERT (CIVILIAN EMPLOYEES ONLY)

A. Authority. [5 USC §5703](#) and [50 USC, App. §2160](#) provide authority for travel expenses and allowances for a consultant or expert who is in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and expense reimbursement incident to TDY assignments for these individuals.

NOTE: App I3-par. D and App E1 and E2 for applicable order formats and par. 4050 for per diem.

B. Conditions. An individual serving without pay or at \$1/year is authorized the allowances in pars.7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5. A consultant or expert employed intermittently and paid on a 'daily when actually employed' basis may be paid the allowances in pars. 7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5 when it is determined to be in the Gov't's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the Gov't's advantage;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;

5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under [50 USC, App. §2160](#)).

If more than 130 days of full -time service are performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment ([B-123282, August 12, 1955, 35 Comp. Gen. 90 \(1955\)](#) and [B-128160, November 1, 1956, 36 Comp. Gen. 351 \(1956\)](#)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

7825 MISSING PERSONS (CIVILIAN EMPLOYEES ONLY)

A. General

1. Authorized Transportation. Provided the requirements in par. 7285 are met, transportation at Gov't expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:

- a. Dead,
- b. Injured/missing for a period of 30 or more days,
- c. Interned in a foreign country, or
- d. Captured by a hostile force.

2. Transportation Requirements. Transportation, IAW par. 7285, is authorized provided the employee:

- a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence,
- b. Is not part time/intermittently employed,
- c. Is not native labor hired on an hourly/per diem basis,
- d. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment ([5 USC §5564](#)).

3. Dependent. For this Part, the term dependent includes a/an:

- a. Lawful spouse,
- b. Unmarried child under age 21 years,
- c. Dependent stepchild,
- d. Adopted child under 21,
- e. Dependent that has been designated as such in official records, or
- f. Individual determined to be a dependent by the DoD Component head/designated representative.

B. Conditions

1. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits (Ch 5, Part B).
2. POV Transportation. One POV may be transported if the vehicle is located OCONUS (Ch 5, Part B).
3. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.
4. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C. Responsibility. The DoD Component commander is responsible for:

1. Administrative determinations,
2. Obtaining authorizations/approvals required, and
3. Issuing travel orders.

7830 JUROR TRAVEL (CIVILIAN EMPLOYEES ONLY)

A TDY order must not be issued when an official/employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the Gov't judiciary branch. Regulations, of the separate DoD departments, regarding absence from duty and compensation or expense reimbursement apply.

7835 LABOR ORGANIZATION REPRESENTATIVE TRAVEL (CIVILIAN EMPLOYEES ONLY)

A. General. TDY travel and transportation allowances apply when an employee, serving as labor organization representative, performs travel to attend labor management meetings that are certified to be in the Gov't's primary interest. The term "Labor Organization Representative," as used in par. 7835, means a DoD civilian employee specifically designated by a labor organization to represent that organization in dealing with management.

B. Certification. Each order for an employee serving as a labor organization representative to attend labor management meetings must be supported by the certification cited in par. 7835-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the Gov't's interest;
2. Incident to participation in activities such as joint labor management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. Not for the purpose of engaging in activities covered by [5 USC §7131\(b\)](#), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

APPENDIX A: DEFINITIONS & ACRONYMS

PART 1: DEFINITIONS

As used in the JTR, and unless otherwise specifically provided in the 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 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 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 an 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, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Commuted rate table information and related accessorial charges incident to official HHG transportation for an eligible civilian employee are found at <http://www.gsa.gov/portal/content/183143>. See 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 Alaska and Hawaii 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 par. 7615-D1, or for transportation for survivors of a deceased member authorized in 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 (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 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 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 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 par. 7825-A3 for the purpose of transportation eligibility under that Act.*

NOTE 4: *With respect to emergency leave travel, 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 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 par. 5114-D, 5116-A or 5120-D;
 - d. The OCONUS place in the old PDS vicinity at which dependents remain under 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 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 Hawaii and Alaska 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, (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 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 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 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 (See 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 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 (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 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 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 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 (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 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 Alaska and Hawaii, 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 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 Alaska, Hawaii, 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. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.

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 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.

*f. Any 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.

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 (See 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, Hawaii) 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, Hawaii) 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, Hawaii. 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 par. 2240. See 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 the 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, Hawaii) 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, Hawaii) 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, Hawaii. 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 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 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 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 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 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 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 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 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 Ch 7.

B. **Civilian Employees 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. 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 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 (See par. 3040 and 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 the 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. ICW 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 (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.";

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](#)); and

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 Qtrs 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.

APPENDIX N: MIHA

PART 2: MIHA SECURITY LOCATIONS

UNIFORMED MEMBERS ONLY

Locations Currently Designated *As of 16 May 2015	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
Argentina	1 Jun 1997
Bahamas	
Nassau	1 May 1996
*All Other Locations	16 Jan 2007
Bahrain	1 Aug 2003
Bangladesh	1 Dec 1998
Barbados	16 Jul 2004
Belgium	
Brussels	16 Oct 2010
Florennes	16 Apr 2004
SHAPE	1 May 2000
*All Other Locations	*16 May 2015
Belize	16 Oct 1994
Bolivia	
Santa Cruz	16 May 2010
*All Other Locations	*16 May 2015
Bosnia-Herzegovina	16 Jan 2007
Brazil	18 Feb 1993
Bulgaria	16 Jan 2007
*Burkina Faso	*16 May 2015
Cambodia	
Phnom Penh	16 Oct 1994
All Other Locations in Country	1 Sep 2014
Cameroon	16 May 2010
Chile	1 Sep 2014
Colombia	1 Sep 1990
Costa Rica	
San Jose	1 Aug 2003
*All Other Locations	1 Sep 2014
Cote D'Ivoire (Formerly Ivory Coast)	16 Jan 2007
Denmark	
Copenhagen	16 Oct 2010
*All Other Locations	*16 May 2015

Locations Currently Designated *As of 16 May 2015	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
Dominican Republic	
Santo Domingo	18 Feb 1993
*All Other Locations	1 Oct 1999
Ecuador	
	1 Dec 1998
Egypt	
	1 Mar 1994
El Salvador	
San Salvador	1 Aug 2003
*All Other Locations	1 Sep 2014
Ethiopia	
	16 Jan 2007
Fiji	
	1 Jul 2001
France	
Marseille	16 Oct 2010
Paris	16 Oct 2010
*All Other Locations	*16 May 2015
*Georgia	
	*16 May 2015
Germany	
Berlin	16 Oct 2010
Frankfurt	16 Oct 2010
Hamburg	16 Oct 2010
Munich	16 Oct 2010
*All Other Locations	*16 May 2015
Ghana	
	16 Jan 2007
Greece	
Athens	1 Sep 1990
*All Other Locations	*16 May 2015
Grenada	
	1 Sep 2014
Guatemala	
	18 Feb 1993
Guyana	
	16 May 2010
Haiti	
Port-au-Prince	1 Apr 1995
*All Other Locations	1 Oct 1999
Honduras	
Tegucigalpa	1 Sep 1990
*All Other Locations	1 Oct 1999
India	
Chennai	16 May 2010
Hyderabad	16 May 2010
Kolkata	16 May 2010
Mumbai	16 May 2010
New Delhi	16 May 2010

Locations Currently Designated *As of 16 May 2015	
<u>Location</u> <u>(Country and/or Country/City)</u>	<u>Date Established</u>
*All Other Locations	1 Sep 2014
Indonesia	1 Oct 1999
Iraq	1 Sep 2014
Israel	
Tel Aviv	14 Feb 1991
*Jerusalem	1 Sep 1990
*All Other Locations	16 Jul 2004
Italy	
Milan	16 Oct 2010
Naples	16 Oct 2010
Rome	16 Oct 2010
*All Other Locations	*16 May 2015
Jamaica	
Kingston	18 Feb 1993
*All Other Locations	1 Oct 1999
Jordan	16 Dec 2001
Kenya	
Nairobi	18 Feb 1993
*All Other Locations	*16 May 2015
Kosovo	16 May 2010
Kyrgyzstan	16 May 2010
Liberia	16 Oct 2010
*Malaysia	*16 May 2015
Mexico	
*Ciudad Juarez	16 May 2010
Guadalajara	16 Apr 2011
Hermosillo	16 Apr 2011
Matamoros	16 May 2010
Mexico City	16 Oct 1994
Monterrey	16 Apr 2011
Nogales	16 May 2010
Nuevo Laredo	16 May 2010
Tijuana	16 May 2010
*All Other Locations	*16 May 2015
Morocco	
Casablanca	16 May 1998
*All Other Locations	*16 May 2015
Nepal	1 Sep 1998
Nicaragua	16 Jan 2007
Nigeria	16 May 2010

Locations Currently Designated *As of 16 May 2015	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
Norway	
Oslo	16 Oct 2010
*All Other Locations	*16 May 2015
Pakistan	1 Sep 1992
Panama	16 May 2010
Papua New Guinea	
Port Moresby	18 Feb 1993
*All Other Locations	1 Sep 2014
Paraguay	
Asuncion	1 Sep 1993
*All Other Locations	1 Oct 1999
Peru	
Lima	1 Sep 1990
*All Other Locations	1 Jun 1997
Philippines	1 Sep 1990
Russia	
Moscow	1 Dec 1998
St Petersburg	1 Dec 1998
*Yekaterinburg	1 Dec 1998
*All Other Locations	*16 May 2015
Saudi Arabia	1 June 2012
Senegal	16 May 2010
Serbia	1 Sep 2014
Sierra Leone	16 May 2010
South Africa	1 Feb 2000
Spain	
Barcelona	16 Oct 2010
Madrid	16 Oct 2010
*All Other Locations	*16 May 2015
Sri Lanka	16 May 2010
Sudan	16 Jan 2007
Suriname	16 May 2010
Syria	16 May 2010
Tanzania	16 Oct 2010
Timor L'Este (Formerly East Timor)	16 Aug 2000
Togo	1 Jun 2012
Trinidad and Tobago	16 Aug 1998
Tunisia	16 Oct 2010
Turkey	1 Sep 1990
Uganda	1 Jun 2012

Locations Currently Designated *As of 16 May 2015	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
Ukraine	
Kiev	1 May 1996
*All Other Locations	1 Sep 2014
United Kingdom	
London	16 Oct 2010
*All Other Locations	*16 May 2015
Uruguay	
	16 May 1998
Uzbekistan	
	16 May 2010
Venezuela	
	6 Jan 2007
Vietnam	
Ho Chi Minh	1 Jul 2000
*All Other Locations	*16 May 2015
Yemen	
	16 Apr 1997
Zimbabwe	
	1 May 1996

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APPENDIX P: CITY PAIR PROGRAM

PART 1: CITY PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in [DTR 4500.9-R, Part I, Ch 103](#), par. B2. Following is an edited extract from that regulation.

A. Policy ([DTR 4500.9-R, Part L, Ch 103](#), par. B2)

1. GSA Airline City Pair Program. Each year, under the Airline City Pair program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official Gov't travel. The contracts are awarded competitively based on the best overall value to the Gov't. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, see "[Travel on Gov't Business and Air Travel/City Pairs](#)".

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity controlled GSA Airline City Pair airfare on the routes offering the dual airfare structure. The local CTO can provide information on what routes offer dual airfares.

**3. A Gov't contractor is not authorized to use GSA city pair airfares to perform travel under a contract. A grantee (whether civilian or foreign military personnel) is not authorized to use GSA city pair fares.*

4. RESERVED

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the Gov't; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

NOTE: *A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city pair airfares even though the employee otherwise may be covered by the FTR.*

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (**NOTE**)) 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.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pair airfare, the traveler and not the Gov't is responsible for costs exceeding the most economical travel routing. DTR, Part I, Ch 103, par. B.2.d1(note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit JTR policies to schedule travel during ordinary working hours. See par. 3030.

c. A non-contract (DoD approved) U.S. certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Gov't, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a Gov't and/or military traveler on official business and only may be purchased with a Gov't procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).**

d. Rail service is available and that service is cost effective and consistent with mission requirements.

7. Requirements that must be met to use a non-contract airfare (FTR §301-10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

b. If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

c. The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the Gov't.

NOTE: Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers (DTR 4500.9-R, Part L, Ch 103, par. A2)

1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. **If a contract city pair airfare is not available**, the policy constructed airfare (see App A1) (including a lower airfare offered by a non-contract carrier limited to Gov't and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare.

2. **Gov't contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Gov't discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.**

NOTE: For civilian employees, see par. 3225-C for policy regarding Rail or Bus service use.

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and
2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. *The JTR does not apply to contractors or their employees at FEML locations.*

C. Authorized Period. A location shown is ‘authorized’ until removed from the list (regardless of the recertification date shown next to the destination). See par. 7000.

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.defensetravel.dod.mil/site/changesjtr.cfm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Albania , Tirana	EUCOM	Baltimore	<i>28 Sep 2012</i>
Algeria , Algiers	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Angola , Luanda	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Argentina , Buenos Aires	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Armenia , Yerevan	EUCOM	Baltimore	<i>28 Sep 2012</i>
Australia			
Alice Springs	PACOM	Honolulu	<i>15 Feb 2013</i>
Learmouth (incl. Exmouth)	PACOM	Perth	<i>15 Feb 2013</i>
Azerbaijan , Baku	EUCOM	Baltimore	<i>28 Sep 2012</i>
Bahrain , Manama	CENTCOM	Baltimore	<i>1 May 2013</i>
Bangladesh , Dhaka	PACOM	Honolulu	<i>15 Feb 2013</i>
Barbados , Bridgetown	SOUTHCOM	Miami	<i>15 Jun 2013</i>
	USPHS		<i>15 Jun 2015</i>
Belize , Belmopan	SOUTHCOM	Miami	<i>15 Jun 2013</i>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Benin , Cotonou (USPHS members only; eff 20 Dec 2012)	USPHS	Baltimore	<i>31 Jan 2015</i>
Bolivia , La Paz	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Bosnia , Sarajevo	EUCOM	Baltimore	<i>10 Apr 2014</i>
Botswana , Gaborone	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Brazil			
Brasilia	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Rio de Janeiro	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Sao Paulo	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Bulgaria , Sofia	EUCOM	Baltimore	<i>28 Sep 2012</i>
Burkina Faso , Ouagadougou	AFRICOM	Frankfurt	3 June 2016
Burma (See Myanmar)			
Burundi , Bujumbura	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Cambodia , Phnom Penh	PACOM	Honolulu	<i>15 Feb 2013</i>
	USPHS		<i>15 Feb 2015</i>
Cameroon , Yaoundé	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Chad , N'djamena	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Chile , Santiago	SOUTHCOM	Miami	<i>15 Jun 2013</i>
China			
Beijing	PACOM	Honolulu	<i>15 Feb 2013</i>
	USPHS		<i>15 Feb 2015</i>
Shanghai (<i>eff. 8 Jul 2011</i>)	PACOM	Honolulu	<i>7 Jul 2013</i>
Colombia , Bogota	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Costa Rica , San Jose	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Cote D'Ivoire , Abidjan (formerly Ivory Coast)	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	15 Jun 2013
Havana (USCG members only)	USCG	Miami	31 Jan 2016
Cyprus, Nicosia	EUCOM	Baltimore	10 Apr 2014
Democratic Republic of Congo, Kinshasa	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Djibouti	AFRICOM	Baltimore	17 Apr 2013
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Ecuador, Quito	SOUTHCOM	Miami	15 Jun 2013
Egypt, Cairo	CENTCOM	Baltimore	1 May 2013
El Salvador, San Salvador	SOUTHCOM	Miami	15 Jun 2013
Estonia, Tallinn	EUCOM	Baltimore	10 Apr 2014
Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Fiji, Suva	PACOM	Honolulu	15 Feb 2013
Gabon, Libreville	AFRICOM	Washington Dulles International Airport	27 May 2012
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Greece			
Athens	EUCOM	Baltimore	10 Apr 2014
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule 1/	EUCOM	Baltimore	09 Aug 2014
Guatemala, Guatemala City	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Guinea, Conakry	AFRICOM	Washington Dulles International Airport	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	15 Jun 2013
	USPHS		15 Jun 2015
Haiti, Port au Prince	SOUTHCOM	Miami	15 Jun 2013
Honduras, Tegucigalpa	SOUTHCOM	Miami	15 Jun 2013
Hong Kong	PACOM	Los Angeles	15 Feb 2013
India			
Hyderaba (<i>eff 8 Jul 2011</i>)	PACOM	Honolulu	7 Jul 2013
New Delhi	PACOM	Honolulu	15 Feb 2013
	USPHS		*31 Mar 2017
Indonesia, Jakarta	PACOM	Honolulu	15 Feb 2013
Iraq (<i>eff 2 May 2011</i>)	CENTCOM	Baltimore	1 May 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	15 Jun 2013
Jordan, Amman	CENTCOM	Baltimore	1 May 2013
Kazakhstan, Astana	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Kenya, Nairobi	AFRICOM	Baltimore	17 Apr 2013
	USPHS		17 Apr 2015
Kosovo, Pristina (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	1 May 2013
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Laos, Vientiane	PACOM	Honolulu	7 Jul 2013
Latvia, Riga	EUCOM	Baltimore	9 Aug 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Lebanon , Beirut	CENTCOM	Baltimore	<i>1 May 2013</i>
Lesotho , Maseru (USPHS only, <i>eff 26 Nov 2013</i>)	USPHS	Baltimore	<i>31 Jan 2015</i>
Liberia , Monrovia (<i>eff 12 Sep 2008</i>)	AFRICOM	Baltimore	<i>27 May 2012</i>
Libya , Tripoli	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Lithuania , Vilnius	EUCOM	Baltimore	<i>10 Apr 2014</i>
Macedonia , Skopje The Former Republic of Yugoslavia	EUCOM	Baltimore	<i>10 Apr 2014</i>
Madagascar , Antananarivo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Malawi , Lilongwe (USPHS members only)	USPHS	Baltimore	<i>31 Jan 2015</i>
Malaysia , Kuala Lumpur	PACOM	Sydney	<i>15 Feb 2013</i>
Mali , Bamako	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Malta , Valletta (<i>eff 29 Sep 2010</i>)	EUCOM	Baltimore	<i>28 Sep 2012</i>
Mauritania , Nouakchott	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Mexico , Mexico City	NORTHCOM	San Antonio	<i>27 Sep 2012</i>
Moldova , Chisinau	EUCOM	Baltimore	<i>10 Apr 2014</i>
Mongolia , Ulaanbaatar	PACOM	San Francisco	<i>15 Feb 2013</i>
Montenegro , Podgorica	EUCOM	Baltimore	<i>10 Apr 2014</i>
Morocco , Rabat	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
Mozambique , Maputo	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Myanmar , Rangoon	PACOM	Honolulu	<i>15 Feb 2013</i>
Namibia , Windhoek	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Nepal , Katmandu	PACOM	Honolulu	<i>15 Feb 2013</i>

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Nicaragua, Managua	SOUTHCOM	Miami	15 Jun 2013
Niger, Niamey	AFRICOM	Washington Dulles International Airport	27 May 2012
Nigeria, Abuja	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Oman, Muscat	CENTCOM	Baltimore	1 May 2013
Pakistan, Islamabad	CENTCOM	Baltimore	1 May 2013
Panama, Panama City	SOUTHCOM	Miami	15 Jun 2013
Paraguay, Asuncion	SOUTHCOM	Miami	15 Jun 2013
Peru, Lima	SOUTHCOM	Miami	15 Jun 2013
Philippines, Manila	PACOM	Honolulu	15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	1 May 2013
Romania			
Bucharest	EUCOM	Baltimore	10 Apr 2014
Oradea (<i>eff 22 Jul 2011</i>)	EUCOM	Baltimore	21 Jul 2013
Russia, Moscow	EUCOM	Baltimore	10 Apr 2014
Rwanda, Kigali	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	1 May 2013
Jeddah	CENTCOM	Baltimore	1 May 2013
Jubail	CENTCOM	Baltimore	1 May 2013
Khamis	CENTCOM	Baltimore	1 May 2013
King Khalid Military City	CENTCOM	Baltimore	1 May 2013
Riyadh	CENTCOM	Baltimore	1 May 2013
Tabuk	CENTCOM	Baltimore	1 May 2013
Taif	CENTCOM	Baltimore	1 May 2013

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Sierra Leon, Freetown (<i>eff 18 Apr 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Singapore	PACOM	Honolulu	15 Feb 2013
South Africa, Pretoria	AFRICOM	Washington Dulles International Airport	27 May 2012
	USPHS		27 May 2014
South Sudan, Juba	AFRICOM	Frankfurt	3 June 2016
Spain, Albacete (<i>eff 11 Apr 2012</i>) For Personnel Assigned to Los Llanos Air Base	EUCOM	Baltimore	10 Apr 2014
Sri Lanka, Colombo	PACOM	Honolulu	15 Feb 2013
Sudan, Khartoum (<i>eff 18 April 2011</i>)	AFRICOM	Washington Dulles International Airport	17 Apr 2013
Suriname, Paramaribo	SOUTHCOM	Miami	15 Jun 2013
Syria, Damascus	CENTCOM	Baltimore	1 May 2013
Taiwan, Taipei	PACOM	Sydney	15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	1 May 2013
	USPHS		1 May 2015
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
	USPHS		27 May 2014
Thailand, JUSMAGTHAI (<i>eff 21 Jan 2009</i>)			
Bangkok	PACOM	Honolulu	15 Feb 2013
	USPHS		15 Feb 2015
Chiang Mai	PACOM	Honolulu	15 Feb 2013
Timor-L'Este, Dili (<i>eff 20 June 2012</i>)	PACOM	Honolulu	19 June 2014
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	15 Jun 2013
Tunisia, Tunis	AFRICOM	Washington Dulles International Airport	27 May 2012
Turkey, Ankara	EUCOM	Baltimore	10 Apr 2014

Authorized FEML Location	Command	Authorized Destination	Re-certification Due Date
Turkmenistan, Ashgabat	CENTCOM	Baltimore	<i>1 May 2013</i>
Uganda, Kampala	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Ukraine, Kiev	EUCOM	Baltimore	<i>10 Apr 2014</i>
	USPHS		10 Apr 2016
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	<i>1 May 2013</i>
Uruguay, Montevideo	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Uzbekistan, Tashkent	CENTCOM	Baltimore	<i>1 May 2013</i>
Venezuela, Caracas	SOUTHCOM	Miami	<i>15 Jun 2013</i>
Vietnam, Hanoi	PACOM	Honolulu	<i>15 Feb 2013</i>
	USPHS		<i>15 Feb 2015</i>
Yemen, Sana'a	CENTCOM	Baltimore	<i>1 May 2013</i>
Zambia, Lusaka	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>
Zimbabwe, Harare	AFRICOM	Washington Dulles International Airport	<i>27 May 2012</i>
	USPHS		<i>27 May 2014</i>

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair between origin and 'WAS' constitutes the airfare for constructing transportation costs.

APPENDIX W

***ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS**

A. Authority. Only the locations in par. H have administratively reduced HHG weight allowances, as indicated. If a location is **not listed below** then it is not a weight restricted location.

B. Authorization Period. The reduced administrative HHG weight allowance, for the locations in this Appendix, is effective until rescinded.

C. Submission Process. See par. 5202 and Service regulations for the submission process. All submissions must be sent through a MAP/CAP member. See JTR foreword for addresses.

D. Unaccompanied Baggage. The administrative weight allowance, or a portion, may be shipped as unaccompanied baggage (UB) limited to the maximum UB weight allowance. UB shipping weight is part of the authorized administrative HHG weight allowance. See par. 3110 for UB regulations.

E. Weight Allowance Determination. Net weight is used to determine the weight allowances in this Appendix. See par. 5204 (**Uniformed Members**) and 5650 (**Civilian Employees**) for HHG net weight determination.

F. Administrative Weight Allowance. The standardized administrative weight allowance is 2,500 lbs. unless a different weight is specified in the table below. Administrative weight allowance does not include PBP&E (pro-gear, OC&IE) or required medical equipment exempted weight, unless specifically stated in this Appendix.

G. DoDEA Employees. DoDEA employees are authorized the full HHG weight allowance. The HHG policies of other Services do not apply.

H. Reduced Weight Allowance Locations. The below four locations have reduced administrative HHG weight allowances as indicated.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Alaska, Dutch Harbor	Uniformed Members (USCG Only). An incoming/departing member assigned to USCG Marine Safety Detachment (MSD) Dutch Harbor is limited to 1,000 lbs. of HHG, as furnished Gov't Qtrs are available.
Australia, Alice Springs (Except Det 421/LGN personnel) Learmonth, Western Australia	Uniformed Members (USA and USMC Only). All USA tours limited to 25% of the HHG weight allowance (see footnote 2). USMC see footnote 3. Civilian Employees (USA Only). All tours limited to 4,500 lbs. of HHG.
Bahrain	Uniformed Members 1. <u>USCG Only</u> . An unaccompanied (dependent restricted) incoming/departing member assigned to USCG PATFORSWA is limited to 600 lbs. of HHG (including PBP&E and medical equipment) as furnished Gov't Qtrs are available. 2. <u>USMC Only</u> (See footnote 3) a. <u>Accompanied Tour Members</u> . See footnote 5. b. <u>Unaccompanied Tour Members</u> . HHG limited to 600 lbs.
British Indian Ocean Territory, Diego Garcia	Uniformed Members (USN and USMC Only). Unaccompanied tour members limited to 600 lbs. of UB. See footnote 3.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Japan, Akizuki (Hiroshima) and Kure	<p>Uniformed Members (USA Only). All USA members are limited to 25% of the HHG weight allowance except for unaccompanied tour members assigned to furnished Gov't Qtrs, who are limited to 2,000 lbs. and a dormitory type room. See footnote 2.</p> <p>Civilian Employees (USA Only). All civilian employees are limited to 4,500 lbs. of HHG.</p>
Japan, Camp Zama	<p>Uniformed Members (USA Only). Accompanied tour members are limited to 25% of the HHG weight allowance. Unaccompanied members assigned to furnished Gov't Qtrs are limited to 25% of the HHG weight allowance.</p> <p>Civilian Employees (USA Only). Accompanied tour employees are limited to 4,500 lbs. of HHG.</p>
Japan, CATC Fuji	<p>Uniformed Members (USMC Only). Unaccompanied tour members are authorized 600 lbs. of UB. See footnote 3.</p>
Japan, MCAS Iwakuni	<p>Uniformed Members (USMC and USN)</p> <ol style="list-style-type: none"> 1. <u>USMC Only</u> <ol style="list-style-type: none"> a. <u>Accompanied Tour</u>. Accompanied tour members are limited to 75% of the HHG weight allowance. An O6 on an accompanied tour as the Commanding Officer at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the HHG weight allowance. b. <u>Unaccompanied Tour</u>. Unaccompanied tour members: <ol style="list-style-type: none"> (1) That have advanced written authorization from the Installation Commander to reside in off-base Qtrs are limited to 10% of the HHG weight allowance. A copy of the advance written authorization must be provided to the transportation officer prior to HHG transportation. (2) Assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB. 2. <u>USN Only</u>. USN members assigned to USMC commands will follow the USMC policy. USN members assigned to a USMC command, see footnote 3.
Japan, Okinawa	<p>Uniformed Members (USMC and USN)</p> <ol style="list-style-type: none"> 1. <u>USMC Only</u> <ol style="list-style-type: none"> a. <u>Accompanied Tour</u> <ol style="list-style-type: none"> (1) An O6 on an accompanied tour is authorized 10,000 lbs. of HHG. An O7 (and above) on an accompanied tour is authorized the HHG weight allowance. (2) Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned. (3) See footnote 5. b. <u>Unaccompanied Tour</u> <ol style="list-style-type: none"> (1) Unaccompanied tour members assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB. (2) Officers (O3 and below), Warrant Officers (W3 and below), and Enlisted (E7 and below), that are unaccompanied (including those who chose unaccompanied who have dependents) are required to live in Gov't bachelor quarters IAW USMC installation mandatory assignment policy letter, dated 30 April 2012.

<u>Location</u>	<u>Administrative Weight Limitation</u>
	<p>(3) HHG weight allowance for unaccompanied personnel assigned to Fleet Marine Force (FMF) units is restricted to the USMC administrative HHG weight limits.</p> <p>2. <u>USN Only</u>. Accompanied and unaccompanied USN members assigned to:</p> <ul style="list-style-type: none"> a. Non-USMC commands are authorized the HHG weight allowance. b. USMC commands will follow USMC policy (see footnotes 3 and 5). Members are encouraged to contact Personnel Support Detachment, Okinawa for more information.
Japan, Torii Station	<p>Uniformed Members (USA Only). USA members on unaccompanied tours are limited to 25% of the HHG weight allowance. See footnote 2.</p> <p>Civilian Employees (USA Only). USA employees on unaccompanied tours assigned to furnished Gov't Qtrs are limited to 4,500 lbs. of HHG.</p>
Korea (Except Chinhae, Osan & Detachment 452 Wonju)	<p>Uniformed Members (USA Only).</p> <ul style="list-style-type: none"> 1. <u>Accompanied Tour Members</u>. Limited to 50% of the HHG weight allowance. See footnote 3. 2. <u>Unaccompanied Tour Members</u>. See footnote 5.
Korea, Mujuk	<p>Uniformed Members (USA Only). Unaccompanied tour members (dependent restricted) limited to 600 lbs. of UB.</p>
Kuwait	<p>Uniformed Members</p> <ul style="list-style-type: none"> 1. <u>All Services</u>. Unaccompanied tour members limited to 1,000 lbs. of HHG. 2. <u>USA</u>. Accompanied tour members, see footnote 5. 3. <u>USN</u> <ul style="list-style-type: none"> a. Accompanied tour members, see footnote 6. b. Weight restriction does not apply unless specified in the travel order. See NAVSUP Pub 490. 4. <u>USAF</u>. Accompanied tour members, see footnote 5. <p>Civilian Employees. HHG limited to 350 lbs. unless specified in the travel order.</p>
Poland, Redzikowo	<p>Uniformed Members (USN Only). Members serving a:</p> <ul style="list-style-type: none"> 1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size. 2. Tour less than 12 months are limited to excess baggage. <p>Civilian Employees (USN Only). Employees serving a:</p> <ul style="list-style-type: none"> 1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size. 2. Tour less than 12 months are limited to excess baggage.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Portugal, Azores -- Lajes Field	<p>Uniformed Members (USAF Only). E-7 and above limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). E-6 and below limited to 10% of the HHG weight allowance. See footnote 1.</p> <p>Civilian Employees (USAF Only). Employees limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). See footnote 1.</p>
Qatar, Doha	<p>Uniformed Members</p> <p>1. <u>All Services (except USAF) Assigned to Al-Udeid AB</u></p> <p><u>PCS</u>. A member, on a PCS order, is authorized an UB NTE 500 lbs., due to housing size.</p> <p><u>TDY</u>. A member, on an extended 365 day TDY deployment, <i>is not authorized</i> an UB shipment.</p> <p>2. <u>USAF Assigned to AL-Udeid AB</u>. Accompanied tour members see footnote 5.</p>
Romania, Devesulu	<p>Uniformed Members (USN). Unaccompanied tour members on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage.</p> <p>Civilian Employees (USN). Unaccompanied tour employees on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage.</p>
Thailand	<p>Uniformed Service Member (USA)</p> <p>1. Applicable to USA members <i>not</i> assigned to:</p> <ul style="list-style-type: none"> a. Joint US Military Advisory Group Thailand (JUSMAGTHAI), b. Armed Forces Regional Institute of Medical Sciences (AFRIMS), c. Regional Office in Charge of Construction (ROICC), d. Naval Facilities Engineering Command (NAVFAC), or e. Joint Personnel Accounting Command (JPAC). <p>2. All tours are limited to 25% of the HHG weight allowance, except for unaccompanied tour members assigned to furnished Gov't Qtrs, who are limited to 2,000 lbs. of HHG. Furnished Qtrs are Bachelor Enlisted Qtrs (BEQ), Bachelor Officer Qtrs (BOQ), barracks, or dormitory type rooms.</p> <p>3. See footnote 2.</p> <p>Civilian Employees (USA). All tours limited to 4,500 lbs. of HHG. UB limited to 350 lbs.</p>
All Diplomatic Missions	<p>Uniformed Members (USA). Accompanied/Unaccompanied tour members are authorized 2,500 lbs. of HHG or 25% of the HHG weight allowance, whichever is greater.</p> <p>DoD Civilian Employee (USA). All tours limited to 4,500 lbs. of HHG. UB limited to 350 lbs.</p>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Worldwide -- USMC Embassy Security Guard Battalion (MCESGBn) Watchstanders and Detachment Commanders	<p>Uniformed Members (USMC). USMC members:</p> <ol style="list-style-type: none"> 1. Assigned as Watchstanders and Detachment Commanders are authorized 2,500 lbs. of HHG or 25% of the HHG weight allowance, whichever is greater. UB transportation is to/from/between Diplomatic Missions supporting the Department of State. 2. Are not authorized to ship HHG to the MCESGBn School in Quantico, Virginia. 3. Are not authorized to ship HHG or UB from the MCESGBn School to the first Diplomatic Mission assignment.

Footnotes

1. USAF. An unaccompanied USAF member is authorized to transport 10% of the HHG weight allowance via surface, or UB weight allowance IAW Table A3.1 of the [AFI 24-501, Personal Property Moving and Storage](#).
2. USA. See [Army Housing Online User Services](#) for the size of Unaccompanied Personnel Housing/Barracks/Family Housing.
3. USMC. The following apply to USN members assigned to a USMC command (based on an agreement between HHG NAVSUP and USMC I&L):
 - a. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.
 - b. USMC Base Camp Butler, Okinawa, JA, includes other USMC bases/installations located on Okinawa, JA, including, but not limited to, Camp Courtney, Camp Schwab, and Camp Hansen. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.
4. PHS. PHS Officers assigned to Gov't furnished Qtrs are limited to 25% of the HHG weight allowance, with the remainder placed in NTS at the last CONUS PDS. The 25% weight maximum applies to all PCSs except when shipping from Gov't furnished to unfurnished Qtrs or return from an OCONUS assignment with unfurnished Qtrs.
5. Accompanied tour members are limited to 25% of the HHG weight allowance or 2,500 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.
6. Accompanied tour members are limited to 25% of the HHG weight allowance or 2,000 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.

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