

**JOINT TRAVEL REGULATIONS****UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 SEPTEMBER 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 26-15(E) -- Mandatory Use of DTS/CTO for Lodging Reservations**. Requires the use of DTS and/or the CTO to make lodging reservations for DoD travelers. Affects pars. 1100, 1105-A, 2400, 4130, and T4025.

**CAP 37-15(E) -- Reassignment Travel from OCONUS to Actual Residence**. Adds wording to clarify travel and transportation allowances for reassignment travel from OCONUS duty to the actual residence. This item was rescinded after it was discovered that requested changes made to the item were not legally sufficient. Rev 4 (attached) removes the inappropriate language. Affects pars. 5516-C4, 5572 NOTE, 5573, 5574, and 5575.

**CAP 43-15(E) -- Revise Definition of Domestic Partnership**. Aligns the JTR with the Federal Travel Regulation (FTR) by incorporating FTR Amendment 2015-02, FTR Case 2014-301, which revised the definition of "Domestic Partnership" and added definitions for "Marriage" and "Spouse". Affects App A1.

**MAP/CAP 51-15(E) -- Operational Deployment Definition**. Revises the definition of operational deployment in par. 4600 to match the definition in the USD P&R 1 November 2013 memo, Under Secretary of Defense (Personnel and Readiness) Deployment-to-Dwell, Mobilization-to-Dwell Policy Revision. The AF Principal's staff requested the JTR be revised to match. Affects par. 4600 and App A1.

**MAP/CAP 61-15(E) --- Consumables Alternate Shipping Origin**. Allows the Secretarial Process to authorize an alternate shipping origin for consumable goods when the traveler's old PDS is also OCONUS. If a traveler PCSs from one OCONUS PDS to another, the old PDS may not have consumables available for shipment. The proposed change will prevent the traveler from being disadvantaged. Affects pars. 5274, 5314, and 5694.

**MAP/CAP 71-15(I) -- APP W Updates.** Updates the Army App W administrative weight allowance locations and footnotes on behalf of the Army G-4.

**MAP/CAP 91-15(I) -- Delete Certain CENTCOM Locations from App U.** Deletes certain CENTCOM locations in App U since the OUSD (P&R) memo, dated 6 May 2014, authorized R&R for those locations only for members and employees deployed to those countries before 1 June 2014.

**CAP 93-15(I) -- Delete par. 5876 (HHT Prohibitions).** Deletes par. 5876 dealing with HHT prohibitions, as the same information is covered in par. 5862, pertaining to HHT eligibility. Affects Ch 5, TOC and deletes par. 5876.

**MAP/CAP 94-15(I) -- Miscellaneous JTR Corrections.** Corrects miscellaneous errors in the JTR. Affects pars. 4350-C and D; 5604-A3; 5604-B4a; 5644-C2c(4)(a); 5698-A2; 5698-B1; 5700-B; 5702-F; 10428-G-Note 5; and Appendices E2; F1-B3; H1-8; and H3c-D1.

**CAP 97-15(I) -- HHT Computation Methods.** Clarifies information on HHT computation methods in pars. 5534 and 5552; adds wording in par. 5584-A to align with FTR wording; and moves information in par. 5884-B to correctly align with references throughout the JTR.

**MAP 98-15(I) -- Tour Length for Vyskov, Czech Republic.** Changes the tour length at Vyskov, Czech Republic from a 24- month accompanied 12-month unaccompanied tour to a 36-month accompanied and 24-month unaccompanied. Affects App Q1.

**MAP 99-15(I) -- OHA and LOA Paid Concurrently.** Clarifies the conditions under which OHA and LQA may be paid concurrently. Affects Ch 10 TOC; par. 10036; and App K TOC; and App K1-G.

**JOINT TRAVEL REGULATIONS**

**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES**

**1 SEPTEMBER 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.

<b>JTR</b>	<b>09-15</b>	<b>08-15</b>	<b>07-15</b>	<b>06-15</b>	<b>05-15</b>	<b>04-15</b>	<b>03-15</b>	<b>02-15</b>	<b>01-15</b>	<b>12-14</b>
Title Page	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Cover Letter	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14
Record of Changes	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14
Introduction	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	12-14
Table of Contents	03-15	03-15	03-15	03-15	03-15	03-15	03-15	12-14	12-14	12-14
Merger Crosswalk	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
<b>Chapter 1</b>										
TOC	09-15	07-15	07-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part A	09-15	07-15	07-15	06-15	04-15	04-15	03-15	01-15	01-15	10-14
Part B	09-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15	11-14	11-14
Part C	07-15	07-15	07-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part D	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Chapter 2</b>										
TOC	08-15	08-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A	03-15	03-15	03-15	03-15	03-15	03-15	03-15	02-15	11-14	11-14
Part B	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C	05-15	05-15	05-15	05-15	05-15	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	10-14
Part E	07-15	07-15	07-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part F	09-15	08-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part G	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part H1	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H2	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part J	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part K	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part L	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part M	08-15	08-15	07-15	06-15	05-15	04-15	12-14	12-14	12-14	12-14
<b>Chapter 3</b>										
TOC	08-15	08-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part A1	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2	08-15	08-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part B	07-15	07-15	07-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14
Part C	08-15	08-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D	08-15	08-15	06-15	06-15	02-15	02-15	02-15	02-15	11-14	11-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F	08-15	08-15	07-15	04-15	04-15	04-15	10-14	10-14	10-14	10-14
Part G	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
Part H	08-15	08-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part I	08-15	08-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14

JTR	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14
<b>Chapter 4</b>										
TOC	09-15	08-15	07-15	05-15	05-15	01-15	01-15	01-15	01-15	11-14
Part A	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	11-14
Part B1	06-15	06-15	06-15	06-15	05-15	02-15	02-15	02-15	01-15	12-14
Part B2	09-15	08-15	07-15	06-15	01-15	01-15	01-15	01-15	01-15	11-14
Part B3	08-15	08-15	04-15	04-15	04-15	04-15	02-15	02-15	10-14	10-14
Part B4	08-15	08-15	07-15	04-15	04-15	04-15	01-15	01-15	01-15	11-14
Part B5	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	11-14	11-14
Part B6	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part C	09-15	03-15	03-15	03-15	03-15	03-15	03-15	01-15	01-15	12-14
Part D	03-15	03-15	03-15	03-15	03-15	03-15	03-15	02-15	11-14	11-14
Part E1	10-14	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	10-14
Part F	09-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part G	06-15	06-15	06-15	06-15	05-15	11-14	11-14	11-14	11-14	11-14
Part H1	10-14	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	10-14
Part I	10-14	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	11-14	11-14
Part K	08-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
Part L	05-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
<b>Chapter 5</b>										
TOC	09-15	07-15	07-15	05-15	05-15	03-15	03-15	01-15	01-15	12-14
Part A1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2a	08-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part A2b	05-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part A2c	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14
Part A3a	08-15	08-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part A3b	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part A3c	07-15	07-15	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part A3d	08-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15	11-14
Part A4	05-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part A5a	07-15	07-15	07-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14
Part A5b	07-15	07-15	07-15	04-15	04-15	04-15	03-15	10-14	10-14	10-14
Part A5c	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A5d	03-15	03-15	03-15	03-15	03-15	03-15	03-15	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	10-14
Part A5f	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5h	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5i	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5j	09-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15	12-14
Part A6a	03-15	03-15	03-15	03-15	03-15	03-15	03-15	02-15	10-14	10-14
Part A6b	07-15	07-15	07-15	05-15	05-15	03-15	03-15	12-14	12-14	12-14
Part A6c	07-15	07-15	07-15	03-15	03-15	03-15	03-15	12-14	12-14	12-14
Part A6d	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A7	07-15	07-15	07-15	06-15	03-15	03-15	03-15	12-14	12-14	12-14
Part A8	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part A9	07-15	07-15	07-15	02-15	02-15	02-15	02-15	02-15	01-15	12-14
Part A10	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	12-14	12-14
Part B1	09-15	07-15	07-15	02-15	02-15	02-15	02-15	02-15	12-14	12-14

JTR	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14
Part B2a	08-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part B2b	09-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part B2c	09-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3a	08-15	08-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part B3b	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3c	07-15	07-15	07-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14
Part B4	09-15	05-15	05-15	05-15	05-15	02-15	02-15	02-15	10-14	10-14
Part B5a	09-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14
Part B5b	07-15	07-15	07-15	04-15	04-15	04-15	10-14	10-14	10-14	10-14
Part B5c	07-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B5d	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5e	03-15	03-15	03-15	03-15	03-15	03-15	03-15	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	10-14
Part B5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5h	09-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B6a	09-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B6b	09-15	07-15	07-15	06-15	05-15	03-15	03-15	10-14	10-14	10-14
Part B6c	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14
Part B7	07-15	07-15	07-15	06-15	03-15	03-15	03-15	10-14	10-14	10-14
Part B8	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B9a	07-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B9b	07-15	07-15	07-15	05-15	05-15	01-15	01-15	01-15	01-15	10-14
Part B9c	09-15	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	10-14
Part B10	07-15	07-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15	12-14
Part B11a	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
Part B11b	10-14	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	12-14	12-14	12-14
Part B11d	10-14	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	03-15	03-15	03-15	11-14	11-14	11-14
Part B12	09-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B13	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B14a	07-15	07-15	07-15	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	10-14
Part B14c	07-15	07-15	07-15	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	10-14
Part B15b	10-14	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	10-14
Part B16	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Chapter 6</b>										
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1a	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
Part A1b	08-15	08-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1c	04-15	04-15	04-15	04-15	04-15	04-15	03-15	10-14	10-14	10-14
Part A1d	07-15	07-15	07-15	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	10-14
Part A1f	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part A2a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2b	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	04-15	04-15	04-15	04-15	04-15	04-15	10-14	10-14	10-14	10-14
Part A2d	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14
Part A2e	10-14	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	10-14
Part B1	07-15	07-15	07-15	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	10-14
Part B3a	10-14	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	10-14
Part B3c	10-14	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	10-14
Part B3e	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B4	10-14	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	04-15	04-15	04-15	10-14	10-14	10-14	10-14
<b>Chapter 7</b>										
TOC	08-15	08-15	07-15	03-15	03-15	03-15	03-15	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	10-14
Part A2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3	08-15	08-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
Part A4	10-14	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	10-14
Part A6	10-14	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	10-14
Part A8	04-15	04-15	04-15	04-15	04-15	04-15	11-14	11-14	11-14	11-14
Part A9	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part A10	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A11	08-15	08-15	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	10-14
Part B2	08-15	08-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B3	05-15	05-15	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14
Part B4	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
Part C1	08-15	08-15	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	10-14
Part D1	08-15	08-15	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	03-15	03-15	03-15	02-15	10-14	10-14
Part D3	08-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part E	10-14	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	03-15	03-15	03-15	10-14	10-14	10-14
Part F2	03-15	03-15	03-15	03-15	03-15	03-15	03-15	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	10-14
Part H1	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	11-14	11-14
Part H2	10-14	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	10-14
Part J	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part K	07-15	07-15	07-15	05-15	05-15	04-15	02-15	02-15	10-14	10-14
Part L1	08-15	08-15	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	10-14
Part M1	10-14	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	10-14
Part X	06-15	06-15	06-15	06-15	04-15	04-15	03-15	01-15	01-15	10-14
<b>Chapter 8</b>										
TOC	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Ch 8	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14

JTR	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14
<b>Chapter 9</b>										
TOC	05-15	05-15	05-15	05-15	05-15	12-14	12-14	12-14	12-14	12-14
Part A	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B	08-15	08-15	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part C1	10-14	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	10-14
Part C3	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C4	07-15	07-15	07-15	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	12-14	12-14	12-14
Part C6	10-14	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	03-15	03-15	03-15	10-14	10-14	10-14
Part D	08-15	08-15	05-15	05-15	05-15	12-14	12-14	12-14	12-14	12-14
<b>Chapter 10</b>										
TOC	09-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A	09-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14
Part B	10-14	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	12-14	12-14	12-14
Part D	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E1	10-14	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	12-14	12-14	12-14
Part E3	10-14	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	10-14
Part E5	10-14	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	10-14
Part E7	10-14	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	12-14	12-14	12-14
Part E9	07-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E10	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E11	10-14	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	12-14	12-14	12-14
Part E13	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Appendix A</b>										
Part 1	09-15	08-15	07-15	06-15	05-15	04-15	03-15	01-15	01-15	12-14
Part 2	09-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14
<b>Appendix E</b>										
Part 1	08-15	08-15	03-15	03-15	03-15	03-15	03-15	01-15	01-15	12-14
Part 2	09-15	04-15	04-15	04-15	04-15	04-15	03-15	02-15	10-14	10-14
Part 3	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14
<b>Appendix F</b>										
Part 1	09-15	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	10-14
<b>Appendix G</b>										
App G	08-15	08-15	04-15	04-15	04-15	04-15	03-15	12-14	12-14	12-14
<b>Appendix H</b>										
Part 1	09-15	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	10-14
Part 2B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2C	07-15	07-15	07-15	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	10-14
Part 3B	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3C	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14
Part 4A	10-14	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	10-14
Part 4C	10-14	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	10-14
Part 5B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Appendix I</b>										
Part 1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	07-15	07-15	07-15	04-15	04-15	04-15	10-14	10-14	10-14	10-14
Part 3	08-15	08-15	07-15	06-15	05-15	12-14	12-14	12-14	12-14	12-14
Part 4	08-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
<b>Appendix J</b>										
TOC	10-14	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	10-14
Part 2	10-14	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	10-14
<b>Appendix K</b>										
TOC	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	09-15	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	10-14
Part 3	10-14	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	10-14
<b>Appendix M</b>										
App M	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Appendix N</b>										
TOC	10-14	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	10-14
Part 2	06-15	06-15	06-15	06-15	11-14	11-14	11-14	11-14	11-14	11-14
<b>Appendix O</b>										
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
App O	09-15	08-15	04-15	04-15	04-15	04-15	01-15	01-15	01-15	11-14
<b>Appendix P</b>										
Part 1	08-15	08-15	06-15	06-15	10-14	10-14	10-14	10-14	10-14	10-14
Part 2	08-15	08-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
<b>Appendix Q</b>										
Part 1	09-15	08-15	07-15	03-15	03-15	03-15	03-15	01-15	01-15	11-14
Part 2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 3	08-15	08-15	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
Part 4	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14
<b>Appendix R</b>										
Part 1	10-14	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	02-15	02-15	02-15	10-14	10-14
<b>Appendix S</b>										
App S	06-15	06-15	06-15	06-15	04-15	04-15	10-14	10-14	10-14	10-14
<b>Appendix T</b>										
TOC	10-14	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	10-14
<b>Appendix U</b>										
App U	09-15	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14
<b>Appendix W</b>										
App W	09-15	08-15	07-15	06-15	12-14	12-14	12-14	12-14	12-14	12-14

## CHAPTER 1: GENERAL

Paragraph Title/Contents

### **PART A: ADMINISTRATION AND GENERAL PROCEDURES**

---

<b>1000</b>	<b>APPLICATION</b>
	A. Personnel Covered
	B. Personnel Not Covered
	C. Statutory Regulations
	D. Travel Not Paid for by the Gov't
	E. Separation by Personal Choice <b>(Members Only)</b>
	F. FTR Authority Not Implemented <b>(Employees Only)</b>
<b>1005</b>	<b>PROHIBITION NOT STATED</b>
	A. Personnel Covered
	B. Personnel Not Covered
<b>1015</b>	<b>IMPLEMENTATION</b>
	A. Regulatory Authority
	B. Allowance Implementation
	C. Administrative Procedures
<b>1020</b>	<b>SERVICE/AGENCY REGULATION REVIEW PROCESS</b>
	A. Requirement
	B. Application
	C. Procedure
<b>1025</b>	<b>EXPENDITURE AUTHORITY</b>
<b>1030</b>	<b>DUPLICATE PAYMENT</b>
<b>1035</b>	<b>APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS</b>
<b>1040</b>	<b>REGULATION CHANGE EFFECTIVE DATE</b>
<b>1045</b>	<b>INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS</b>
<b>1050</b>	<b>TERMINOLOGY</b>

### **PART B: DTS (WITHIN DoD)**

---

<b>1100</b>	<b>GENERAL</b>
	A. DTS Use Requirement
	B. CTO Use Requirement
	C. DTS Not Available
	D. Non-DoD Services Policy
<b>1105</b>	<b>TRAVEL COMPUTED USING DTS</b>
	A. General
	B. TDY as Part of a PCS

<b>Paragraph</b>	<b>Title/Contents</b>
<b>1110</b>	<b>AUTHORITY AND RESPONSIBILITY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. AO Authority</li><li>C. AO's Responsibilities</li><li>D. Official Travel Combined with Leave/Personal Travel</li><li>E. Traveler Rights and Responsibilities</li></ul>
<b>1115</b>	<b>A TYPICAL BUSINESS TRIP</b> <ul style="list-style-type: none"><li>A. Before the Trip</li><li>B. During the Trip</li><li>C. After the Traveler Returns</li></ul>

---

**PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES**

---

<b>1200</b>	<b>DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Eligibility</li><li>C. Funding and Orders</li></ul>
<b>1205</b>	<b>GAIN SHARING PROGRAM</b>
<b>1210</b>	<b>HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Gov't Responsibility</li><li>C. Gov't Requirements</li><li>D. Service/Agency Compliance</li></ul>
<b>1215</b>	<b>REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Participation</li><li>C. Enrollment Fee</li></ul>
<b>1220</b>	<b>RECRUITER RELATED PARKING EXPENSES</b> <ul style="list-style-type: none"><li>A. Application</li><li>B. Reimbursement</li><li>C. Example</li><li>D. Limitations</li><li>E. Recruiter Itinerary Stop Parking</li></ul>
<b>1225</b>	<b>FOREIGN MILITARY TRAVEL</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Defense Personnel of Developing Countries</li><li>C. Liaison Officers</li><li>D. Foreign Students at Service Academies</li><li>E. Foreign Military Sales Related Travel of Foreign Personnel</li></ul>
<b>1230</b>	<b>CARRYING OF FIREARMS ON OFFICIAL DUTY</b>

<b>Paragraph</b>	<b>Title/Contents</b>
<b>1235</b>	<b>DIA MANUAL (DIAM) 100-1, VOLUME 1, PART 4</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Provisions</li><li>C. Duplicate Reimbursement</li><li>D. Authorized Allowances</li><li>E. DIAM 100-1 Request</li></ul>
<b>1237</b>	<b>ASSIGNED TO NSA</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Duplicate Reimbursement</li></ul>
<b>1240</b>	<b>CHAPLAIN LED PROGRAMS</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Official Order/ITA</li><li>C. Unofficial Attendance</li></ul>
<b>1245</b>	<b>PAY AND ALLOWANCES CONTINUATION PROGRAM</b>
<b>1250</b>	<b>PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION</b>
<b>1255</b>	<b>SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Eligibility</li><li>C. Non-Medical Attendant</li><li>D. Reimbursement</li></ul>
<b>1260</b>	<b>DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)</b> <ul style="list-style-type: none"><li>A. Policy, Payment and Procedural Guidance</li><li>B. Transfer</li><li>C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)</li><li>D. Lease Penalty Expense</li></ul>
<b>1265</b>	<b>INTEGRATED LODGING PROGRAM PILOT (ILPP)</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Eligibility</li><li>C. Scope</li><li>D. Requirements</li><li>E. Gov't Qtrs Use Civilian Employees Only</li><li>F. Exceptions</li><li>G. Lodging Reimbursement</li><li>H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP</li><li>I. CTO Transaction Fees</li><li>J. Selected ILPP Sites and Rates</li></ul>

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**Paragraph Title/Contents****PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES**

---

**1300 RETAINING PROMOTIONAL ITEMS**

- A. General
- B. Promotional Materials/Benefits
- C. Seat Relinquishing
- D. Lost, Delayed, or Damaged Accompanied Baggage

**1305 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES****PART E: COMPUTATION RULES**

---

**1400 GENERAL****1405 TDY MILEAGE, MALT, TLA/TLE, AND PER DIEM COMPUTATION****1410 AEA AND PMR COMPUTATION**

- A. AEA
- B. PMR

**1420 AEA LIMITATIONS**

- A. CONUS
- B. OCONUS

## CHAPTER 1: GENERAL

### PART A: ADMINISTRATION AND GENERAL PROCEDURES

#### 1000 APPLICATION

##### A. Personnel Covered

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

a. Is the basic statutory Regulation governing a 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. **Employees Only:** The JTR:

a. Implements the basic statutory regulation issued by GSA (FTR), governing an 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. **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. **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. **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. **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. **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. **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 **(Members Only)**,
    - (5) TQSE IAW Ch 5, Part B9 **(Employees Only)**, and
    - (6) OHA, IAW par. 10028. **(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 A1 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) **(Members Only)**;
- o. Command sponsorship criteria (see App A1 definition of command sponsored dependent) **(Members Only)**;
- p. Family member travel and transportation incident to the repatriation of a member held captive par. 7425) **(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) **(Members Only)**; and
- r. Dependent escort travel and transportation allowances (par. 5152-F) **(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](mailto: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.
- \*6. For concurrent OHA and LQA payments, see par. 10036.

## 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.

## 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 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 A1 to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other Gov't regulations.

## CHAPTER 1: GENERAL

### PART B: DTS (WITHIN DoD)

#### 1100 GENERAL

\*A. DTS Use Requirement. At locations at which DoD has fielded DTS, DTS must be used to process authorizations and vouchers for TDY and vouchers for local travel.

\*B. CTO Use Requirement

\*1. Reservations Module. The reservations module of DTS works through a DTMO-contracted CTO and must be used to make all commercial lodging and transportation reservations IAW par. 2400, as well as Gov't Qtrs reservations, when that functionality is available in DTS.

\*2. Commercial Lodging and Transportation Arrangements. The Services/Agencies must require that, through DTS, the CTO arrange commercial lodging and transportation IAW applicable laws, Gov't policies, agreements and contracted rates using U.S. flag carriers and economy/coach class accommodations, whenever possible along usually travelled routes.

\*C. DTS Not Available. When DTS is not available, or commercial lodging at the TDY location cannot be found in DTS, the CTO shall be contacted directly to arrange commercial travel.

\*D. Non-DoD Services Policy. Non-DoD Uniformed Services may adopt policies similar/identical to these policies for their TMSs.

#### 1105 TRAVEL COMPUTED USING DTS

A. General. DTS:

\*1. Covers individual TDY travel for business, schoolhouse training, personnel traveling together with/without no/limited reimbursement, and certain travel under special circumstances.

2. Does *not* cover PCS (Ch 5), or evacuation (Ch 6).

\*3. Can cover deployment travel IAW Service/Agency policy.

\*4. May not be used to reimburse travelers for non-travel related miscellaneous payments or mission expenses.

**Members Only**

\*5. Covers RC travel in locations where RC travel has been fielded by the particular Service except for:

a. Senior ROTC,

b. RC member travel for medical and dental care,

c. Retiree called to active duty,

d. A Ready RC member authorized a muster duty allowance,

e. An ADT tour of 140 or more days at one location (except as in par. 2240), and

f. Active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem is authorized IAW par. 7350-F2b(2)).

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

### 1110 AUTHORITY AND RESPONSIBILITY

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

B. AO Authority. The AO has authority to:

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

See par. 4000 for justification.

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

C. AO's Responsibilities. The AO must:

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

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

3. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels, or Service headquarters to assist in travel decisions.

4. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA; and refer inquiries about card usage to the local GTCC program coordinator/TO.

5. Adhere to policies and procedures IAW the JTR, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JTR.

6. Review the amounts claimed on the traveler's expense report as soon as possible after receiving it. The AO's signature on the expense report certifies:

- a. Travel was taken,
- b. Charges are reasonable,
- c. Phone calls in the Gov't's best interest are not reimbursable as travel (see mission related expense), and
- d. Approval of authorized expenses reimbursement. Expense reports are subject to random selection for examination/audit.

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

1. Contract city pair airfare travel (or travel using other airfares limited to official Gov't business) is never used for personal travel (App P2, par. E).
2. The official transportation is arranged through the CTO.
3. Transportation reimbursement is authorized for the cost of official travel between duty stations only.
4. The traveler arranges personal travel at personal expense with the transportation reimbursement being limited to the official travel cost and no excess costs for travel or M&IE are borne by the Gov't.; and
5. The AO does not permit a TDY trip that is an excuse for personal travel.

E. Traveler Rights and Responsibilities. A traveler:

1. Should promptly update the Trip Record, and confirm/modify arrangements, when communication with the CTO was not possible.
2. Who uses DTS for TDY over 45 days, should include a request for scheduled partial payments with the Trip Record so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

## **1115 A TYPICAL BUSINESS TRIP**

A. Before the Trip

1. Cost Estimate

- a. A traveler should obtain a "should cost" estimate for the trip. It lets the traveler and the AO know up front the standard and actual arrangements, their associated costs, and the allowance maximums.
- b. It includes transportation costs to and from the TDY location, lodging costs (including tax), and rental car (if authorized) fees as determined by the use of the DTS Reservation Module, or directly from the CTO.
- c. The estimate must reflect the per diem rate broken out by M&IE and lodging and should include any known planned miscellaneous expenses.
- d. A traveler may ask the CTO to estimate the amount for using commercial transportation.

2. Tailoring the Trip. The AO:
  - a. Decides if the traveler should use non-standard arrangements (still must be IAW the JTR) for mission reasons.
  - b. May authorize certain changes for the traveler's convenience (e.g., using a POC instead of flying). The standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Travel Authority. The AO:
  - a. Authorizes the TDY,
  - b. Authorizes the arrangements,
  - c. Determines the fund cite, and
  - d. Obligates funds to pay for the trip, including a travel advance payment or scheduled partial payment ,if included. The resulting document is the Trip Record.
4. Travel Packet. The CTO updates the Trip Record with the confirmed reservations and commercial ticket information. The TO provides the documents needed for Gov't transportation if the CTO does not provide this service.
5. Paying for Arranged Service and Obtaining Cash to Pay Expenses while Traveling
  - a. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. In some cases, airline/rail tickets may also be charged to a GTCC CBA.
  - b. The traveler should charge other expenses incident to official travel on the IBA/unit GTCC whenever possible.
  - c. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks.
  - d. *An advance on a unit GTCC is not allowed.*

B. During the Trip

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

2. Receipts

a. Receipt Requirement. The [DoD FMR 7000.14-R, Volume 9](#) based on an IRS requirement, requires that each traveler provide each receipt(s) for:

(1) Lodging, and

(2) Individual official travel expenses of \$75 or more. ***NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.***

b. Lodging Obtained through an Online Booking Agent. Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):

(1) Daily hotel room costs;

(2) Daily hotel taxes; and

(3) Daily miscellaneous fees, if applicable.

C. After the Traveler Returns

1. Completing the Expense Report. IAW [DoD FMR 7000.14-R, Volume 9](#) requirement:

a. A traveler should complete and submit the Trip Record expense portion within 5 working days after returning from the trip.

b. Required receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record, and review required receipts, before the traveler is reimbursed.

3. Submitting the Expense Report

a. If using the DTS, the expense report is automatically routed to a disbursing office for payment.

b. If ***not using*** the DTS, a finance office or an office contractually arranged by the traveler's Service/Agency may provide this service.

c. The amount paid is the amount the AO approves.

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

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

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## CHAPTER 2: OFFICIAL TRAVEL

### PART F: ARRANGING OFFICIAL TRAVEL

#### 2400 CTO USE

##### A. Policy

- \*1. It is mandatory policy that all DoD civilian employees/Uniformed Service members use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official commercial lodging and transportation requirements, except when authorized IAW par. 3045.
- \*2. DoD travelers with access to DTS are required to make commercial transportation and lodging arrangements using DTS. Travelers should only contact a DTMO contracted CTO directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.
- \*3. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO to provide the official travel.
- \*4. Travelers, ordered to execute long-term TDY on a flat rate per diem basis in accordance with par. 4250, who cannot make long-term lodging arrangements individually, should contact the DTMO-contracted CTO to find adequate lodging within the parameters of par. 4250.
- \*5. Reservations made for multiple travelers may be negotiated and booked outside the DTS/CTO (i.e. Band tours, scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, etc.).

##### B. Command Responsibility. A command must not permit a CTO to issue:

- 1. A YCA airfare purchased at Gov't expense to a traveler when a -CA airfare is available and the AO determines that a -CA airfare meets mission needs. This *does not* establish the -CA as the basis for policy constructed airfare. ***The basis for policy constructed airfare is the YCA***; and
- 2. Other than the least expensive unrestricted economy/coach class tickets purchased at Gov't expense, without prior proper authority. See pars. 3500, 3600 3650, and 7815 for exceptions.

##### C. DoD Service/Agency Regulations. See DoD Service/Agency regulations for CTO use information.

##### D. Failure to Follow Regulations

- 1. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. 1035.
- 2. A command/unit is expected to take appropriate action for reimbursement to the Gov't when a traveler and/or AO acquires/allows a YCA airfare to be acquired when there is a \_CA airfare available that meets mission needs ([CBCA 1511-TRAV, 7 May 2009](#)).
- 3. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means.
- 4. Disciplinary action must ***not*** be through refusal to reimburse.

## 2405 TRAVEL ARRANGEMENT REQUIREMENTS

A. Making Travel Arrangements. When making travel arrangements, travelers should use the following in priority order:

1. A CTO (see App A1 definition and par. 2400), or
2. In house travel offices.

B. Authority. All travel arrangements must be made IAW:

1. [DoDD 4500.09E, Transportation and Traffic Management](#), 11 September 2007, and
2. Service regulations.

## 2410 NON-U.S. FLAG AIRCRAFT/SHIP TRANSPORTATION

Transportation on a non-U.S. flag aircraft/ship must *not* be authorized/approved unless the conditions in, par. 3525 are met.

## 2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED

A. Transportation Reimbursement. When a CTO is available, but not used by the traveler, transportation cost reimbursement is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO.

B. Transaction Fee Reimbursement. *When an available CTO is not used* and no transaction fee is included in the Gov't/Gov't procured transportation, the transaction fee *for personally procured transportation* from other than a CTO *may be reimbursed* as long as the total reimbursable amount for the transaction fee and transportation cost *does not exceed the Gov't/Gov't procured transportation cost*.

## 2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE

A. General. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the actual authorized/approved transportation cost NTE the policy constructed airfare (see App A1 definition) that meets mission requirements.

B. Non-Availability Limitations. CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.

C. Transaction Fee Reimbursement. When a CTO is not available, the transaction fee incurred for arranging transportation is part of the transportation cost. See par. 3045-C.

## CHAPTER 4

## TEMPORARY DUTY TRAVEL

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**Paragraph Title/Contents**


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**PART A: GENERAL**

- 
- 4000 JUSTIFICATION**
- A. Authorization/Approval
  - B. Scheduling Travel
  - C. Service Procedures
- 4005 TDY ASSIGNMENT SELECTION**
- 4010 WHAT CONSTITUTES TDY TRAVEL**
- 4015 ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**
- A. Advance Notice
  - B. Clearances
  - C. Requirements
- 4020 EFFECT OF ABSENCE ON PER DIEM PAYMENT**
- A. **Members Only**
  - B. **Employees Only**
- 4025 TDY PRIOR TO REPORTING TO THE FIRST PDS (EMPLOYEES ONLY)**

**PART B: PER DIEM****Section B1: General**

- 
- 4050 PER DIEM**
- A. General
  - B. TDY Location
  - C. References
  - D. Meeting and Convention
  - E. Restriction in Establishing PDS (**Employees Only**)
  - F. Overseas Post Differential (**Employees Only**)
- 4055 TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS**
- A. M&IE Rate
  - B. More than One TDY Location
  - C. Lodging Required
  - D. Local Area Travel
  - E. Meals Deduction
  - F. Tax Implications (**Employees Only**)
- 4060 TDY MORE THAN 24 HOURS**
- A. Per Diem Rate Determination
  - B. Lodging Required En Route
  - C. Per Diem Limitation

Paragraph	Title/Contents
4065	<b>DEPARTURE DAY (FROM THE PDS, HOME, OR OTHER AUTHORIZED POINT)</b> A. M&IE Rate B. Rates Not Applicable C. Per Diem Rate Location D. Lodging Required E. Lodging Not Required F. USCG Members Only
4070	<b>STOPOVER POINT</b> A. General B. Per Diem
4075	<b>FULL CALENDAR TRAVEL DAYS</b> A. Lodging Required B. Lodging Not Required
4080	<b>RETURN DAY (TO THE PDS, HOME, OR OTHER AUTHORIZED POINT)</b> A. General B. Lodging Required C. Lodging Not Required D. USCG Members Only
4085	<b>EXAMPLE</b>
4090	<b>SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL</b> A. Traveler Dies while in a TDY Status B. Traveler in a Missing Status C. TDY ICW Leave D. Order Canceled while Traveler Is en route to a TDY Station E. Field Duty <b>(Members Only)</b> F. TDY Performed in Support of a Military Unit on Field Duty <b>(Employees Only)</b> G. Personnel Traveling Together <b>(Members Only)</b> H. Straggler <b>(Members Only)</b> I. Ordered to Active Duty with PDS Not Designated in the Order <b>(Members Only)</b> J. Service Academy Graduates <b>(Members Only)</b> K. Undergoing Processing <b>(Members Only)</b> L. Inpatient <b>(Members Only)</b> M. Assignment to Rehabilitation Center/Activity <b>(Members Only)</b> N. Hospitalized Member <b>(Members Only)</b> O. Member of a Mission <b>(Members Only)</b> P. Navigational and Proficiency Flights <b>(Members Only)</b> Q. Assigned to Two-crew Nuclear Submarines <b>(Members Only)</b>
4095	<b>REDUCED PER DIEM</b> A. General B. Authority C. Authority Delegation D. Reduced Per Diem Not Authorized E. Documentation F. Travel Day G. Reduced Per Diem Increase H. Offices Designated to Receive Reduced Per Diem Requests

---

**Paragraph Title/Contents**


---

- 4100 TDY WITHIN THE PDS LOCAL AREA**
- A. Travel within the PDS Limits
  - B. TDY within the PDS Local Area but Outside the PDS Limits
  - C. TDY within the PDS Limits for Emergency Circumstances
  - D. Brief Stay in the PDS Vicinity During TDY **(Employees Only)**
- 4105 PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)**
- A. General
  - B. Computing Per Diem when Crossing the IDL
  - C. Computation Examples
- 4110 SHIP TRAVEL**
- A. Per Diem
  - B. Gov't Ship
  - C. Commercial Ship (U.S./Foreign/U.S. Gov't Leased) Travel for 24 or More Hours
  - D. Corps of Engineers Floating Plant **(Employees Only)**
  - E. TDY ICW Fitting-out/Conversion of a Ship/Service Craft **(Members Only)**
  - F. TDY Aboard a Foreign (Non-Government) Ship **(Members Only)**
  - G. Aboard Ship Constructed by a Commercial Contractor **(Members Only)**
- 4115 CAR FERRY TRAVEL (See Ch 3, Part I.)**
- 4120 PER DIEM RATE REVIEW**
- A. General
  - B. Final Submission Process

---

**Section B2: Lodging**


---

- 4130 TDY LODGING**
- A. General
  - B. Lodging Plus Computation
  - C. Receipts
  - D. Lodging Tax
  - E. Gov't Qtrs
  - F. Single and Multiple Occupancy of a Room
  - G. Lodging with a Friend or Relative
  - H. Multiple Lessees Involving Leased/Rented Lodging
  - I. Dependents Accompanying Traveler on TDY
  - J. Lodging in other than Commercial Facilities
  - K. Lodging Not Available at a TDY Location
  - L. Online Booking Tool
  - M. Advance Lodging Deposit
  - N. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement
- 4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**
- A. General
  - B. Per Diem Limitation
  - C. Reimbursement Limitation
  - D. Training course Exception **(Employees Only)**
- 4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS**

---

<b>Paragraph</b>	<b>Title/Contents</b>
<b>4145</b>	<b>DUAL LODGING ON A SINGLE DAY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Authorization/Approval</li><li>C. Lodging Cost</li><li>D. Lodging Reimbursement</li><li>E. Lodging Receipts</li><li>F. Long term Dual Lodging Not Allowed</li><li>G. Computation Examples</li></ul>
<b>4150</b>	<b>LODGING OBTAINED AFTER MIDNIGHT</b> <ul style="list-style-type: none"><li>A. Lodging Required</li><li>B. Lodging Not Required</li></ul>
<b>4155</b>	<b>LONG TERM TDY LODGING</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Computation</li><li>C. Computation Example</li><li>D. Contingency Operation <b>(Members Only)</b></li><li>E. Evacuation <b>(Members Only)</b></li></ul>
<b>4160</b>	<b>APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED/RENTED WHILE TDY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Expenses</li></ul>
<b>4165</b>	<b>RESIDENCE PURCHASED AND USED FOR TDY LODGING</b>
<b>4170</b>	<b>LODGING COST UNDER THE BARTER SYSTEM</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursement</li><li>C. Receipts</li></ul>
<b>4175</b>	<b>LODGING PER DIEM COMPUTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Total Day's Per Diem</li><li>C. Maximum Reimbursement</li><li>D. Lodging Not Available at the TDY Location</li></ul>

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**Section B3: M&IE**

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<b>4200</b>	<b>M&amp;IE RATE DETERMINATION</b> <ul style="list-style-type: none"><li>A. Day of Departure/Return</li><li>B. CONUS Full Days</li><li>C. OCONUS Full Days</li><li>D. Combatant Command (COCOM), Joint Task Force (JTF) AOR, and Schoolhouse Training (Formal Courses Of Instruction)</li></ul>
<b>4205</b>	<b>DEDUCTIBLE MEALS</b> <ul style="list-style-type: none"><li>A. PMR Application</li><li>B. Deductible Meal</li><li>C. Light Refreshments</li><li>D. Meals Provided/Consumed</li><li>E. AO Authority</li></ul>

Paragraph	Title/Contents
4210	<b>NON DEDUCTIBLE MEALS</b> A. Non Deductible Meal B. Limitations
4215	<b>MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT</b>
4220	<b>LODGING AND MEALS PROVIDED WITHOUT COST</b> A. General B. Maximum Per Diem
4230	<b>OCCASIONAL MEALS AND/OR LODGING</b> A. <b>Members Only</b> B. <b>Employees Only</b>
4235	<b>GOV'T DINING FACILITY/MESS</b> A. Dining Facility/Mess Available B. Dining Facility/Mess Not Available C. GMR/PMR Documentation D. Limitations
4240	<b>ESSENTIAL UNIT MESSING (EUM)</b> A. General B. Start/End Time C. Meal Procurement Required D. IE Rate

#### Section B4: Long Term TDY Flat Rate Per Diem

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4250	<b>LONG TERM TDY FLAT RATE PER DIEM</b> A. General B. Exceptions and Additional Factors C. Computation Example
------	---

#### Section B5: Computation Examples

---

4280	<b>PER DIEM COMPUTATION EXAMPLES</b> A. Lodging Tax B. TDY Mileage Rates C. Per Diem Rates D. Examples
------	--

#### Section B6: Quick Reference Tables

---

4290	<b>QUICK REFERENCE TABLES: PER DIEM FOR TDY TRAVEL OF MORE THAN 12 HOURS</b> A. Departure Day from PDS B. Whole Travel Days – CONUS C. Whole Travel Days – OCONUS D. Day of Return to PDS
------	---

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**Paragraph Title/Contents**

---

**PART C: AEA**

---

- 4300 GENERAL**
- 4305 JUSTIFICATION**
- A. Authorization/Approval
  - B. Reasons for Authorizing/Approving AEA
- 4310 AUTHORITY/APPROVAL**
- A. General
  - B. AEA
- 4315 LIMITATIONS**
- A. Conditions
  - B. Personal Preference/Convenience
- 4320 AEA DETERMINATION**
- A. Factors
  - B. Travel with Certain Dignitaries
  - C. Air Crew Travel **(Members Only)**
- 4325 EXPENSES**
- A. Expenses Allowed
  - B. Expenses Not Allowed
- 4330 PER DIEM AND AEA ON A SINGLE TRIP**
- 4335 OVER 300% MAXIMUM AEA **(Members Only)****
- A. General
  - B. Authorization
  - C. Restrictions
- 4340 REIMBURSEMENT**
- A. Limitations
  - B. Incidental Expenses (IE)
  - C. M&IE Paid on a Per Diem Basis
  - D. Lodging and/or Meals Obtained under Contract
  - E. Itemization
- 4345 AEA COMPUTATION**
- A. General
  - B. Meals Available under Special Arrangements
  - C. Averaging Expenses
  - D. Laundry/Dry Cleaning Services
  - E. Lodging Tax
  - F. Mixed Travel Reimbursement (Per Diem and Actual Expense)
- 4350 COMPUTATION EXAMPLES**
- A. Example 1: AEA Single TDY Location
  - B. Example 2: AEA to multiple TDY locations A, B, and C
  - C. Example 3: AEA Single TDY Location

---

**Paragraph Title/Contents**


---

**PART D: TRAVEL**


---

<b>4400</b>	<b>GENERAL</b>
	A. Mandatory Policy
	B. Transportation
	C. Constructed Travel Computation
	D. Reimbursement Limits
<b>4405</b>	<b>ACTUAL TRAVEL TIME</b>
<b>4410</b>	<b>STARTING AND ENDING TRAVEL</b>
	A. General
	B. Travel between 0600 - 2400
	C. Additional Per Diem for Travel between 0600 - 2400
<b>4415</b>	<b>TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP</b>
	A. General
	B. En Route Rest Stop/ TDY Point Rest Period
	C. En Route Rest Stop
	D. Rest Period at the TDY Point before Reporting for Duty
	E. Delaying Return Travel to Use Reduced Travel Fares
<b>4420</b>	<b>SPECIAL CONVEYANCE TRAVEL</b>
<b>4425</b>	<b>MIXED MODES TRAVEL</b>
<b>4430</b>	<b>TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION</b>
	A. Authorization/Approval
	B. Starting/Ending Travel
	C. Cost
	D. Example
<b>4435</b>	<b>RETURN TO PDS DURING EXTENDED TDY</b>
	A. General
	B. Authorized Return
	C. Lodging Retained at TDY Location during Authorized Return
<b>4440</b>	<b>VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS</b>
	A. General
	B. Authorized Allowances
	C. Allowances Not Authorized
	D. Lodging Retained at TDY Location
	E. Computation
<b>4445</b>	<b>TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS</b>
	A. General
	B. Examples
<b>4450</b>	<b>RETURN TO PDS DIRECTED DURING NON WORKDAYS</b>
	A. General
	B. Conditions
	C. Travel Order <b>(Employees Only)</b>

---

**Paragraph Title/Contents**

---

**PART E: HOUSEHOLD GOODS**

---

**Section E1: Members Only**

---

- 4500 GENERAL**  
A. General  
B. Delivery Out of Storage  
C. TDY HHG Authorized Locations
- 4505 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION**  
A. General  
B. Restrictions
- 4510 BASIC ALLOWANCE**  
A. Shipments in Addition to Authorized TDY Weight Allowance  
B. Weight Allowance  
C. Shipment of Replacement Items
- 4515 LIMITATIONS**  
A. General  
B. New Orders
- 4520 TRANSPORTATION METHODS**
- 4525 FACTORS AFFECTING TDY HHG TRANSPORTATION**  
A. Weight Allowance  
B. Order Amended, Modified, Canceled or Revoked  
C. Improper Shipments
- 4530 EXCESS CHARGES**  
A. Unauthorized Articles  
B. Unauthorized Shipment
- 4535 CALLED/ORDERED TO ACTIVE DUTY**  
A. Called/Ordered to Active Duty  
B. Relieved from Active Duty
- 4540 PCS WITH TDY EN ROUTE**
- 4545 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**
- 4550 ITDY**  
A. General  
B. HHG Transportation to PDS  
C. Dependent Transportation
- 4555 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**  
A. General  
B. Ordered to a Ship  
C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

Paragraph	Title/Contents
4560	<b>TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP</b> A. General B. Ordered to a Ship Not Specified as Unusually Arduous C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
4565	<b>HHG STORAGE ICW TDY/DEPLOYMENT</b> A. Storage in Transit (SIT) B. Special Storage C. Non-temporary Storage (NTS) D. Storage after TDY/Deployment Completion
4570	<b>HHG TRANSPORTATION AFTER STORAGE</b>
4575	<b>HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE</b>

---

**Section E2: Employees Only**


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4500	<b>UB ICW EXTENDED TDY ASSIGNMENTS</b> A. Authorization/Approval B. Weight Limit C. Excess Accompanied Baggage
------	---

---

**PART F: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND (COCOM) OR JOINT TASK FORCE (JTF) AOR**


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4600	<b>DEFINITIONS</b> A. COCOM AOR B. JTF C. Operational Deployment D. Exercises E. Contingency Operation
4605	<b>TDY OPTIONS</b> A. General B. Regular TDY C. Essential Unit Messing (EUM) D. Field Duty E. Joint Task Force Operations TDY Options F. Basic Allowance for Subsistence (BAS) <b>(Members Only)</b>

---

**PART G: POC TRAVEL**


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4700	<b>AUTHORIZATION/APPROVAL</b>
4705	<b>GENERAL</b>
4710	<b>TRAVELER ELECTS TO USE A POC</b> A. General B. POC Use Is to the Gov't's Advantage C. POC Use Is <i>Not</i> to the Gov't's Advantage

<b>Paragraph</b>	<b>Title/Contents</b>
<b>4715</b>	<b>800 MILES ROUND TRIP POLICY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Authorization</li><li>C. Cost Comparison</li><li>D. Limitation</li></ul>
<b>4725</b>	<b>PERSONNEL TRAVELING TOGETHER</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Traveler Responsible for Paying POC Operating Expenses</li><li>C. Traveler Not Responsible for Paying POC Operating Expenses</li><li>D. Extra Mileage to Transport Official Traveler(s)</li><li>E. Passenger (Gov't or Non Gov't Official Traveler) Contributes to Operating Expenses</li></ul>
<b>4730</b>	<b>PER DIEM</b> <ul style="list-style-type: none"><li>A. POC Use Is to the Gov't's Advantage</li><li>B. POC Use Is <i>Not</i> to the Gov't's Advantage</li></ul>
<b>4735</b>	<b>CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Constructed Cost Comparison by Airplane</li><li>C. Constructed Cost Comparison by Train</li><li>D. Constructed Cost Comparison by Bus</li><li>E. POC Transportation</li><li>F. Reimbursement</li></ul>
<b>4740</b>	<b>ACTUAL EXPENSE REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. Authorization/Approval</li><li>B. Limitations</li><li>C. Non Reimbursable Expenses</li></ul>
<b>4745</b>	<b>POC REPAIR</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Claims Submission</li></ul>
<b>4750</b>	<b>PRIVATELY OWNED AIRCRAFT OTHER THAN AN AIRPLANE (E.G., HELICOPTER)</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Expense Reimbursement</li></ul>
<b>4755</b>	<b>PRIVATELY OWNED BOAT</b>
<b>4760</b>	<b>TRAVEL TIME</b> <ul style="list-style-type: none"><li>A. POC Use Is to the Gov't's Advantage</li><li>B. POC Use Is <i>Not</i> to the Gov't's Advantage</li></ul>
<b>4765</b>	<b>MIXED MODE TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursement</li></ul>
<b>4775</b>	<b>GOV'T ADVANTAGE DETERMINATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Considerations</li><li>C. Example</li></ul>

---

**Paragraph Title/Contents**


---

- 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
  - B. Expenses Incurred for Two One Way Trips to and from a Transportation Terminal
  - C. Transportation Terminal Parking Fees
  - D. TDY Departure from/Return to the PDS
  - E. Another Official Traveler Transported in the Same POC
  - F. Air Terminal Is Member's PDS **(Members Only)**
- 4785 POC USE BETWEEN RESIDENCE AND TDY STATION**
- 4790 POC USE IN AND AROUND PDS OR TDY STATION**
- 4795 GOV AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T**
- A. General
  - B. Exception
  - C. GOV Makes the Trip
  - D. Reimbursable Expenses
- 4797 POC MILEAGE EXPENSES**
- A. Reimbursable Expenses
  - B. Non Reimbursable Expenses
  - C. POC Repairs

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**PART H: TDY STATION BECOMES PDS**


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**Section H1: **Members Only****


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- 4800 TDY STATION BECOMES PDS**
- A. Change Effective Immediately
  - B. On a Specified Future Date
  - C. Return Travel to PDS

**Section H2: **Employees Only****


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- 4805 TDY STATION BECOMES PDS**
- A. Notification of Change from TDY Station to PDS
  - B. Per Diem Allowance
  - C. PCS Allowance
  - D. Old PDS
  - E. GAO and GSBICA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

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**PART I: ITDY TRAVEL **(MEMBERS ONLY)****


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- 4900 GENERAL**
- A. Authority
  - B. Authorization/Approval
  - C. Allowances

Paragraph	Title/Contents
4905	<b>TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION</b> A. Authorized Travel and Transportation Allowances B. Member Accompanies Dependent to Alternate Place C. Limitations/Restrictions
4910	<b>MEMBER RETURNS TO OLD PDS OR TRAVELS VIA OLD PDS EN ROUTE TO THE NEW PDS</b> A. Authorized Travel and Transportation B. Travel to Alternate Place Dependents were Moved at Gov't Expense C. Dependent Travel Reimbursement D. Dependent(s) Remain at PDS E. Constructed Cost F. Reimbursement Limitations
4915	<b>MEMBER RETURNS TO THE OLD PDS</b> A. Authorized Travel and Transportation B. Transportation Limitation
4920	<b>DEPENDENT TRAVEL</b> A. Dependent Travel and Transportation to the Alternate Place B. PCS Order Received at the ITDY Station C. Member Returns to the Old PDS

**PART J: RESERVED****PART K: TRAINING COURSE ATTENDANCE (EMPLOYEES ONLY)**

4955	<b>ALLOWANCES</b> A. General B. In the PDS Area C. Conference/Training at the PDS as Training Expenses
4957	<b>DEPENDENT AND HHG TRANSPORTATION</b> A. General B. Allowances Authorized C. Allowances Not Authorized D. Activity or Command Responsibility
4959	<b>NO RETURN TO OLD PDS</b> A. Dependent and HHG Transportation B. MALT Reimbursement C. Real Estate Transactions
4961	<b>INTERN AND/OR TRAINEE</b> A. Determining Move Type B. Applicability
4963	<b>TRANSPORTATION AND PER DIEM/AEA</b> A. Travel ICW Beginning/Ending of Training B. Employee Elects to Commute between the Training Location and PDS Residence C. Employee Authorized to Remain Overnight at the Training Location

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**Paragraph Title/Contents**

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- 4965 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**
- A. General
  - B. Per Diem
  - C. Training Cost Includes Lodging and Meals
  - D. AEA
  - E. Reimbursement Limitation

- 4967 PER DIEM FOR TRAINING ASSIGNMENT**
- A. General
  - B. Per Diem Rate Change
  - C. Arrival/Departure
  - D. Rates for Specific Training Courses

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**PART L: ITRA FOR EXTENDED TDY ASSIGNMENTS (EMPLOYEES ONLY)**

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- 4970 ITRA FOR EXTENDED TDY ASSIGNMENTS (TAX YEARS 1993 AND AFTER)**
- A. Purpose
  - B. Reimbursement
  - C. Reimbursement Limitations

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## 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. DoD travelers are required to make commercial lodging arrangements through DTS using the DTS Reservations Module when available. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.
- \*5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler should contact a CTO to find adequate lodging within the parameters of par. 4250.
- \*6. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.
- \*7. 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.
- \*8. 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 Gov't Installation, and Gov't Qtrs on that Gov't Installation are available and directed on the order **Members Only**.

F. Single and Multiple Occupancy of a Room

**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. **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 an 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 employee may be eligible for reimbursement of some lodging costs. See, par. 4130-G.

2. **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:** An 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 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. GSBGA 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 **(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.

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

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

<b><u>Leave Taken While TDY with Long Term Lodging</u></b>
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 **(Members Only)**.

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

Reimbursement is not authorized for costs associated with a residence purchased /owned, by a traveler, when used as lodging while in a TDY status.

#### 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).

## CHAPTER 4: TDY

### PART C: AEA

#### 4300 GENERAL

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

#### 4305 JUSTIFICATION

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

B. Reasons for Authorizing/Approving AEA

1. Actual and necessary expenses (especially lodging) exceed the maximum per diem,
2. Special duties, or
3. Costs for items normally covered by per diem have escalated temporarily due to special/unforeseen events.

#### 4310 AUTHORITY/APPROVAL

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

B. AEA:

1. May be authorized before travel begins, or approved after travel is performed; *(except for an AEA under par. 4335, for members only, which may be authorized only in advance of travel);*
2. Should be stated in the travel order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);
4. Should be uniform (if possible) among travelers traveling at Gov't expense when they travel together and/ or to the same place at which an AEA is warranted.

#### 4315 LIMITATIONS

A. Conditions

1. Blanket authority, prescribing an AEA for all travel to an area, is prohibited. *Exception: In the event of a Presidentially Declared Disaster only, the DoD Component, using Secretarial Process, has the authority to issue a blanket authorization for AEA for the period of the Presidentially Declared Disaster for all travelers within that area.*
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA **must not** be authorized as part of a 'blanket' travel order.
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the

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

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

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

#### **4320 AEA DETERMINATION**

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

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
  - a. Missile launch,
  - b. Summit Meeting,
  - c. Sports event,
  - d. World's fair,
  - e. Convention,
  - f. Natural or manmade disaster (including the disaster aftermath),
  - g. Presidentially Declared Disaster or
  - h. Similar event.
3. To a location at which:
  - a. Affordable lodging is not available within reasonable commuting distance of the TDY point, and
  - b. Transportation cost to commute to and from the less expensive lodging facility would be more expensive than using less expensive lodging;
4. Requiring the traveler (and accompanying official travelers) to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations); and
5. In similar situations.

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

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. Cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;

5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; the Surgeon General, U.S. Public Health Service; and the Chief, National Guard Bureau;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

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

#### **4325 EXPENSES**

- A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem (see App A1).
- B. Expenses Not Allowed. The following expenses are not allowed:
  1. Meals and/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a Gov't paid registration fee;
  2. Meals procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends ([B-189622, 24 March 1978](#)); or
  3. Meals purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. A meal furnished on the carrier that is not the quality and quantity that the traveler is accustomed to is a personal preference and is not a "justifiable reason". [B-193504, 9 August 1979](#) and [B-192246, 8 January 1979](#).

#### **4330 PER DIEM AND AEA ON A SINGLE TRIP**

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

**4335 OVER 300% MAXIMUM AEA (Members Only)**

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

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

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

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

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

c. E-Mail: [dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil) with "AEA REQUEST" in the subject line; or

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

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

1. Made in advance of travel,
2. For an OCONUS location, and
3. For a member.

***This AEA type cannot be authorized for employees.***

**4340 REIMBURSEMENT**

A. Limitations

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

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

3. Reimbursement

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

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

B. Incidental Expenses (IE)

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

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

a. **Members Only**

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

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

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

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

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

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

b. **Employees Only**

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

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

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

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

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

3. AEA

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

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

C. M&IE Paid on a Per Diem Basis

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

2. Lodging is reimbursed on an actual expense basis.

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

4. Example

- a. A traveler is authorized/approved an AEA NTE 150% for lodging.
- b. The traveler is paid M&IE on a per diem basis. M&IE itemization is not required.
- c. The locality per diem rate is \$90 (lodging) + \$51 (M&IE) = \$141 (Total).
- d. The AEA must not exceed 150% of the **total** (\$141) locality per diem rate.
- e. The AEA for the maximum amount allowed for **lodging** is computed as follows:
  - (1) \$141 (Total Per Diem) x 150% = \$211.50 = \$212
  - (2) \$212 - \$51 (M&IE) = \$161 maximum allowed for lodging

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

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

E. Itemization

1. Required. When an AEA includes M&IE, a detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (e.g., taxicab fares and registration fees), must be submitted for AEA reimbursement.
2. Not Required. M&IE reimbursement on a per diem basis (AEA for lodging only), does not require M&IE itemization.

**4345 AEA COMPUTATION**

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

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

C. Averaging Expenses. When an AEA includes M&IE, the daily amount of IE items that do not accrue on a daily basis are averaged over the days at the TDY location for which AEA is authorized/approved. These expenses include baggage tips, clothing laundry/dry cleaning/pressing, hotel maid tips, and similar expenses IAW the IE portion of the per diem (App A1). Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

D. Lodging Tax. See App G.

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

1. General

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

- (1) More than one daily maximum reimbursement rate during a single trip, and/or
- (2) Reimbursement on both a per diem and an actual expense basis on a single trip.

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

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

2. Reimbursement

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

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

**4350 COMPUTATION EXAMPLES**

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

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

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

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

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$332 (\$331.50 = \$332 = \$261/ \$71). Location B – Lodging and M&IE paid on a per diem basis, \$131 (\$85/ \$46). Location C – Lodging and M&IE paid on a per diem basis, \$136 (\$85/ \$51).			
<b><u>TDY Location 'A' Per Diem w/o AEA</u></b>		<b><u>TDY Location 'A' Per Diem Rate w/AEA</u></b>	
Maximum Per Diem - \$221		AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332)	
Lodging - \$150, M&IE - \$71		Lodging NTE \$261 (\$332 - \$71)M&IE - \$71	
<b>ITINERARY</b>			
<b>Date</b>	<b>Depart</b>	<b>Arrive</b>	<b>Lodging</b>
7 Sep	Residence	TDY, Location A	\$170.00
8 Sep		TDY, Location A	\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$ 70.00
10 Sep		TDY, Location B	\$ 70.00
11 Sep	TDY, Location B	TDY, Location C	\$ 75.00
12 Sep	TDY, Location C	Residence	
<b>REIMBURSEMENT</b> (Denotes AEA Computation)			
<b>Date</b>	<b>Computation</b>		<b>Amount</b>
7 Sep	\$170 (AEA lodging) + [\$71 x 75%] = \$170 + \$53.25, TDY Location A =		\$223.25
8 Sep	\$170 (AEA lodging) + \$71 =		\$241.00
9 & 10 Sep	\$70 + \$46 = \$116/day x 2 days, TDY Location B =		\$232.00
11 Sep	\$75 + \$51 = TDY Location C =		\$126.00
12 Sep	\$51 x 75% =		\$ 38.25
<b>Total Reimbursement</b>			<b>\$860.50</b>

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

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$219 (\$149/\$70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.

<b><u>CONUS TDY Location Per Diem w/o AEA</u></b> Maximum Per Diem - \$146 Lodging - \$99, M&IE - \$47		<b><u>CONUS TDY Location Per Diem w/AEA</u></b> AEA authorized NTE \$219 (\$146/day x 150% = \$219/day) Lodging NTE \$149 (\$99/day x 150% = \$148.50 = \$149, add \$.50) M&IE - \$70 (\$47/day x 150% = \$70.50 = \$70, subtract \$.50)				
<b>ITINERARY</b>						
Date	Lodging	Breakfast	Lunch	Dinner	Total Meals	IE
10-01	\$149	\$12.60	\$23.40	\$27.17	\$63.17	\$13.00
10-02	\$149	\$15.00	\$17.19	\$23.24	\$55.43	\$8.00
10-03	\$149	\$11.00	\$24.25	\$25.26	\$60.51	\$0
10-04	\$149	\$9.25	\$25.19	\$27.82	\$62.26	\$40.00
10-05	\$149	\$13.20	\$18.16	\$26.62	\$57.98	\$0
10-06	\$149	\$9.74	\$15.64	\$27.89	\$53.27	\$15.00
10-07	\$149	\$12.13	\$25.46	\$37.89	\$75.48	\$0
10-08	\$149	\$10.13	\$15.25	\$26.64	\$52.02	\$10.13
10-09	\$149	\$14.26	\$23.33	\$30.01	\$67.60	\$0
10-10	\$149	\$13.25	\$16.58	\$31.15	\$60.98	\$5.00
					<b>Total IE</b>	<b>\$91.13</b>

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

Reimbursement						
Date	Meals	IE	M&IE	M&IE Allowed	Lodging	Per Diem
10-01	\$63.17	\$9.11	\$72.28	\$70.00	\$149	\$219.00
10-02	\$55.43	\$9.11	\$64.54	\$64.54	\$149	\$213.54
10-03	\$60.51	\$9.11	\$69.62	\$69.62	\$149	\$218.62
10-04	\$62.26	\$9.11	\$71.37	\$70.00	\$149	\$219.00
10-05	\$57.98	\$9.11	\$67.09	\$67.09	\$149	\$216.09
10-06	\$53.27	\$9.11	\$62.38	\$62.38	\$149	\$211.38
10-07	\$75.48	\$9.11	\$84.59	\$70.00	\$149	\$219.00
10-08	\$52.02	\$9.11	\$61.13	\$61.13	\$149	\$210.13
10-09	\$67.60	\$9.11	\$76.71	\$70.00	\$149	\$219.00
10-10	\$60.98	\$9.11	\$70.09	\$70.00	\$149	\$219.00
<b>Total Reimbursement</b>					<b>\$2164.76</b>	
<b>The Maximum M&amp;IE payable per day is \$70.00.</b>						

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

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is \$219 (\$149/\$70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.

<p><b><u>CONUS TDY Location Per Diem w/o AEA</u></b>                  Maximum Per Diem - \$146                  Lodging - \$99, M&amp;IE - \$47</p>	<p><b><u>CONUS TDY Location Per Diem w/AEA</u></b>                  AEA authorized NTE \$219                  (\$146/day x 150% = \$219/day)                  Lodging NTE \$149                  (\$99/day x 150% = \$148.50 = \$149, add \$.50)                  M&amp;IE - \$70                  (\$47/day x 150% = \$70.50 = \$70, subtract \$.50)</p>
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<b>ITINERARY</b>						
<b>Date</b>	<b>Lodging</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total Meals</b>	<b>IE</b>
10-01	\$149	\$12.60	\$23.40	\$27.17	\$63.17	\$13.00
10-02	\$149	\$15.00	\$17.19	\$23.24	\$55.43	\$8.00
10-03	\$149	\$11.00	\$24.25	\$25.26	\$60.51	\$0
10-04	\$149	\$9.25	\$25.19	\$27.82	\$62.26	\$40.00
10-05	\$149	\$13.20	\$18.16	\$26.62	\$57.98	\$0
10-06	\$149	\$9.74	\$15.64	\$27.89	\$53.27	\$15.00
10-07	\$149	\$12.13	\$25.46	\$37.89	\$75.48	\$0
10-08	\$149	\$10.13	\$15.25	\$26.64	\$52.02	\$10.13
10-09	\$149	\$14.26	\$23.33	\$30.01	\$67.60	\$0
10-10	\$149	\$13.25	\$16.58	\$31.15	\$60.98	\$5.00
					<b>Total IE</b>	<b>\$91.13</b>

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

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

<b>Reimbursement</b>						
<b>Date</b>	<b>Meals</b>	<b>IE</b>	<b>M&amp;IE</b>	<b>M&amp;IE Allowed</b>	<b>Lodging</b>	<b>Per Diem</b>
10-01	\$63.17	\$5.00	\$68.17	\$68.17	\$149	\$217.17
10-02	\$55.43	\$5.00	\$60.43	\$60.43	\$149	\$209.43
10-03	\$60.51	\$5.00	\$65.51	\$65.51	\$149	\$214.51
10-04	\$62.26	\$5.00	\$67.26	\$67.26	\$149	\$216.26
10-05	\$57.98	\$5.00	\$62.98	\$62.98	\$149	\$211.98
10-06	\$53.27	\$5.00	\$58.27	\$58.27	\$149	\$207.27
10-07	\$75.48	\$5.00	\$80.48	\$70.00	\$149	\$219.00
10-08	\$52.02	\$5.00	\$57.02	\$57.02	\$149	\$206.02
10-09	\$67.60	\$5.00	\$72.60	\$70.00	\$149	\$219.00
10-10	\$60.98	\$5.00	\$65.98	\$65.98	\$149	\$214.98
<b>Total Reimbursement</b>					<b>\$2135.62</b>	
<b>The Maximum M&amp;IE payable per day is \$70.00.</b>						

## CHAPTER 4: TDY

PART F: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A  
COMBATANT COMMAND (COCOM) OR JOINT TASK FORCE (JTF) AOR

## 4600 DEFINITIONS

A. COCOM AOR. A specified location to which various forces are moved to complete operational actions in low or high intensity operations/exercises. AOR organizations are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting COCOM operations.

B. JTF. Assigned/attached elements of the Army, Navy, Marine Corps, and Air Force, or two or more of these Services, which is constituted and designated by the SECDEF or by the COCOM Commander or an existing JTF (as defined by [Joint Publication 1-02](#), DoD Dictionary of Military and Associated Terms). *For this Part, the JTF definition also includes the Coast Guard.*

\*C. Operational Deployment. See definition in App A1.

D. Exercises. COCOM/CJCS training military maneuvers or simulated wartime operations whose purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers, that may or may not involve more than one Service. The traveler/unit is placed in field duty.

\*E. Contingency Operation. See definition in App A1.

## 4605 TDY OPTIONS

**NOTE (Members Only):** See par. 1245 for continuation of the IE portion of the TDY per diem for a "hospitalized member," as defined under the OUSD(P&R) Memorandum, 15 May 2008 and [DoD FMR, Volume 7A, Ch 13](#).

A. General

## 1. The COCOM Commander/JTF Commander:

- a. Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;
- b. Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;
- c. May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and
- d. Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel orders. **NOTE: A JTF exercise must be field duty.**

## 2. These decisions apply to every traveler temporarily assigned for operational deployment to a COCOM and/or JTF performing duty under similar conditions within the same AOR.

**Part F: Reimbursement Options for a Traveler on TDY within a COCOM/JTF AOR**

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3. The Secretarial Process for each Service may direct a TDY option different than the one used for a COCOM and/or JTF traveler who is:

- a. Not located in the COCOM's/JTF's AOR but who is operating in a support capacity, or
- b. Located in the COCOM/JTF AOR but is not part of the COCOM/JTF.

**B. Regular TDY**

1. General. For regular TDY, a traveler:

a. Ordinarily travels to one or more locations away from the PDS for less than 180 days at any one location. See par. 2230 for guidance on exceptions and waiver authority to the 180 day limit.

b. Is reimbursed for lodging and M&IE IAW Ch 4, Part B or par. 4605-B2; and

c. *Receiving the GMR while TDY to a COCOM/JTF AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a traveler goes from one AOR location to another location in the same AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). GMR and the \$3.50 IE rate do not apply on days the traveler is traveling into/out of an AOR.*

2. COCOM/JTF Temporary Dining Facilities

a. If a traveler consumes meals at the COCOM/JTF temporary dining facility and is charged the discount GMR for the meals, reimbursement is for the discount GMR plus one of the following IE amounts:

(1) CONUS: \$5 CONUS, or

(2) OCONUS:

(a) \$3.50 when the employee/member is TDY to a U.S. installation and Gov't Qtrs are available on the U.S. installation or when the COCOM Commander/JTF Commander determines \$3.50 to be adequate, or

(b) The applicable locality IE rate when the employee's/member's TDY location is not a U.S. installation.

b. A COCOM/JTF traveler outside the AOR or en route to the AOR:

(1) Pays the meal rate IAW the DoD FMR, and

(2) Is reimbursed IAW Ch 4, Part B.

c. If the member's statement is accepted to support increased per diem for a missed meal at a COCOM/JTF temporary dining facility, the PMR is authorized for that day (pars. 4200-B3 and 4200-C3). **Members Only**.

3. Operational Deployment. A traveler on an operational deployment is on "regular" TDY. Exceptions for exercises are in par. 4605-D.

C. Essential Unit Messing (EUM)

1. **Members Only**. EUM may be used for operational deployments when the following circumstances apply:
  - a. EUM may be required in a command/organizational unit when it:
    - (1) Enhances operational readiness,
    - (2) Enhances the conduct of military operations, or
    - (3) Is necessary for the effective conduct of training.
  - b. Designation of EUM is not applied to individual service members, but is applied to:
    - (1) Organizational units,
    - (2) Operational elements, or
    - (3) Detachments.
  - c. The member is provided Gov't Qtrs, and to maintain unit readiness, is required to use a Gov't dining facility/mess.
  - d. The member is paid only the incidental portion of the daily M&IE rate.
2. **Employees Only**. The employee is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

D. Field Duty

1. General. During field duty (see App A1), the traveler is:
  - a. Subsisted in a Gov't dining facility/mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar operations.
  - b. Furnished Gov't Qtrs or lodged in accommodations ordinarily associated with field exercises.
  - c. A COCOM/JTF official may place the traveler in a field duty status if subsistence is furnished by contract.
2. Per Diem
  - a. **Members Only**. During field duty the member is not paid per diem since lodging and meals are furnished at no additional cost to the member (i.e., at no cost that exceeds what the member would normally incur at the PDS).
  - b. **Employees Only**. During field duty the employee is not paid per diem when both:
    - a. Gov't dining facility/mess, (including field rations, even though the employee is assessed a charge for meal(s)), and
    - b. Gov't provided billeting (non-transient barracks or tents)are available. Reimbursement is authorized only for the discounted GMR.

**Part F: Reimbursement Options for a Traveler on TDY within a COCOM/JTF AOR**E. COCOM/Joint Task Force Operations TDY Options

<b><u>SUBSIST ASHORE</u></b>			
<b><u>TDY OPTION</u></b>	<b><u>SUBSISTENCE</u></b>	<b><u>PER DIEM</u></b>	<b><u>REMARKS</u></b>
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Gov't Qtrs and Gov't Meals - Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR <u>1</u>
	Gov't Qtrs and Gov't Meals – Temporary Gov't installation or Temporary Dining Facility/Mess Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at the Discount GMR <u>2</u>
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR <b>(Employees Only)</b>
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR <b>(Employees Only)</b>
<b><u>Subsist Aboard Gov't Vessel <u>3</u></u></b>			
TDY	Gov't Qtrs and Gov't Meals	None	Employee Pays for Meals 4 <b>(Employees Only)</b>
<b><u>FOOTNOTES:</u></b>			
1. Full GMR = Food costs plus operating expenses.			
2. Discount GMR = Food costs only.			
3. Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)			
4. See par. 4110, item 8 when an employee is required to pay for meals aboard a Gov't vessel.			

F. Basic Allowance for Subsistence (BAS) **(Members Only)**

1. See [DoD FMR, Volume 7A, Ch 25](#).
2. For USCG, see [COMDTINST M7220.29 \(series\), Ch 3](#).

**CHAPTER 5****PERMANENT DUTY TRAVEL****Paragraph   Title/Contents****PART A: MEMBERS ONLY**

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**Section A1: General**

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- 5000**      **SCOPE**  
A. General  
B. PCS Travel Covered
- 5002**      **ELIGIBILITY**  
A. General  
B. Unique Categories  
C. Persons Not Covered
- 5004**      **ELIGIBILITY AND ALLOWANCES TABLE**
- 5006**      **PCS ORDER**  
A. General  
B. Limitations
- 5008**      **FUNDS ADVANCE**  
A. General  
B. Implementation  
C. TLA  
D. OHA  
E. Limitations  
F. Travel Advance

**Section A2: Member Travel And Transportation**

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**Subsection A2a: General**

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- 5010**      **TRAVEL AND TRANSPORTATION OPTIONS**  
A. General  
B. Exceptions
- 5012**      **TRAVEL TIME**  
A. General  
B. Elapsed Time Is Less than Authorized  
C. Additional Travel Time
- 5014**      **REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM**  
A. Mandatory DoD Policy  
B. Reimbursement  
C. Per Diem  
D. Transportation in Kind Plus Per Diem

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5016</b>	<b>MIXED MODE TRAVEL</b> A. General B. Mixed Modes Travel Time
<b>5018</b>	<b>PCS TO, FROM, OR BETWEEN OCONUS POINTS</b> A. General B. When only Land Travel Is Involved C. Transoceanic Travel D. Indirect/Circuitous Travel Reimbursement
<b>5020</b>	<b>ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CH 4, PART B) IS DIRECTED</b> A. Mandatory Policy B. Transoceanic Travel C. Members Traveling Together under an Order Directing No/Limited Reimbursement D. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction E. Travel Reimbursement
<b>5022</b>	<b>NEW PDS IS A SHIP</b> A. General B. Examples
<b>5024</b>	<b>PCS EXAMPLES - LODGING PLUS AND MALT PLUS PER DIEM</b> A. Standard CONUS Per Diem Rate B. Examples

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**Subsection A2b: Per Diem**

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<b>5026</b>	<b>GENERAL</b> A. Flat Per Diem B. Gov't Qtrs and/or Mess
<b>5028</b>	<b>PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED</b> A. General B. Overnight Stop/TDY Site C. New PDS Rate D. New PDS is a Ship
<b>5030</b>	<b>PARTIAL TRAVEL DAYS</b>
<b>5032</b>	<b>SAME DAY TRAVEL</b>
<b>5034</b>	<b>PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)</b>
<b>5036</b>	<b>TRAVEL BY COMMERCIAL SHIP</b>
<b>5038</b>	<b>PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)</b> A. Example 1 B. Example 2 C. Example 3

**Paragraph   Title/Contents****Subsection A2c: Special or Unusual Circumstances**

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- 5040      TRAVEL WHEN AN ORDER TO ACTIVE DUTY IS RECEIVED AT A PLACE OTHER THAN THAT TO WHICH ADDRESSED**
- 5042      PCS ORDER RECEIVED AT TDY STATION**  
A.    Member Issued a PCS Order while on TDY  
B.    Member Issued a PCS Order with TDY en Route  
C.    TDY Station Becomes PDS
- 5044      PCS ORDER RECEIVED WHILE ON LEAVE**  
A.    PCS Order Received while on Leave from TDY Station  
B.    PDS Changed or Assigned while on Leave from the PDS
- 5046      PCS WITH TDY AT A LOCATION NEAR (BUT OUTSIDE THE LIMITS OF) THE OLD OR NEW PDS**  
A.    Per Diem Not Payable  
B.    Qtrs at the Old or New PDS  
C.    Transportation Expenses  
D.    Meals Reimbursement  
E.    Travel Outside the TDY Location  
F.    TDY En Route within the Old and/or NEW PDS Limits
- 5048      PCS ORDER CANCELED, AMENDED OR MODIFIED EN ROUTE**  
A.    PCS Order Canceled Returning Member to the Old PDS  
B.    PCS Order Amended/Modified to Name a New PDS or En Route TDY Station
- 5050      PCS INVOLVING A UNIT WITH A HOME PORT OR PDS LOCATION**  
A.    General  
B.    Home Port Changed  
C.    PCS from a Unit when the Unit Is Away from Home Port/PDS  
D.    PCS to a Unit when the Unit Is Away from Home Port/PDS  
E.    PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date  
F.    PCS to a Ship with a Home Port Assignment Effective upon Commissioning  
G.    PCS from a Unit Undergoing a Home Port Change  
H.    Travel to Old Home Port/PDS after the Effective Change Date to the New Home Port/PDS  
I.    Travel to/from a Place other than the New/Old Home Port
- 5052      TRAVEL TO/FROM A DESIGNATED PLACE**  
A.    PCS Allowances  
B.    Limitation  
C.    Travel and Transportation Allowances Authorized/Approved by the Service Concerned  
D.    Travel Allowances When Dependents are No Longer at the Designated Place
- 5054      MEMBER ESCORTS DEPENDENT TO/FROM A DESIGNATED PLACE ICW A UNIT PCS MOVE TO/FROM AN OCONUS UNACCOMPANIED TOUR**  
A.    CONUS PDS to OCONUS PDS  
B.    OCONUS PDS to CONUS PDS

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5056</b>	<b>MEMBER ORDERED PCS FROM A PDS FROM WHICH DEPENDENTS HAVE BEEN EVACUATED</b> A. General B. Limitations C. Travel Allowances Authorized/Approved by the Service Concerned
<b>5058</b>	<b>MEMBER UNABLE TO TRAVEL WITH ORGANIZATION</b>
<b>5060</b>	<b>PCS TO HOSPITAL</b>
<b>5062</b>	<b>MEMBER DIES WHILE EN ROUTE TO THE NEW PDS</b>
<b>5064</b>	<b>DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE</b>
<b>5066</b>	<b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b> A. General B. Separation from the Service or Relief from Active Duty to Continue in the Service C. Discharge from the Service under other than Honorable Conditions D. Time Limitation E. Member Ordered to a Place to Await Disability Proceedings Results F. Member Ordered to a College
<b>5068</b>	<b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b> A. Time Limitations B. Recalled to Active Duty before Selecting a Home C. Recalled to Active Duty after Selecting a Home D. Member on TDRL Who Is Discharged or Retired E. Member Ordered to a Place to Await Disability Retirement

### **Section A3: Dependent Travel and Transportation**

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#### **Subsection A3a: General**

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<b>5070</b>	<b>SCOPE</b> A. General B. HHG Transportation C. Mobile Home Transportation D. Special Circumstances Travel and Transportation E. Transportation Mode and Routing F. Travel Authority G. Commercial Transportation Costs H. Early Return of Dependent(s) (ERD) I. Reimbursable Expenses J. Receipt Requirements
<b>5072</b>	<b>ELIGIBILITY</b> A. General B. Dependent Age and Travel Eligibility

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5074</b>	<b>AUTHORIZATION</b> A. General B. Travel and Transportation Allowances C. Deferred Dependent Travel
<b>5076</b>	<b>WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE</b> A. General B. Dependent-Related Circumstances C. Dependent Travel-Related Circumstances D. Remaining Service Requirement
<b>5078</b>	<b>TIME LIMITATION</b>
<b>5080</b>	<b>FUNDS ADVANCE</b> A. General B. Separated from the Service/Relieved from Active Duty C. Retirees D. Other Members
<b>5082</b>	<b>TRANSOCEANIC TRAVEL</b> A. Transportation Mode B. Air Travel Medically Inadvisable C. Travel by Oceangoing Car Ferry
<b>5084</b>	<b>DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED</b> A. General B. Order to be Issued C. Travel Voucher D. Exceptions
<b>5086</b>	<b>DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN</b> A. General B. Member Consent C. Financial Obligation
<b>5088</b>	<b>FACTORS AFFECTING DEPENDENT TRAVEL</b> A. Member Attains Eligibility for Dependent Travel B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense C. Dependent Acquired on or before the PCS Order Effective Date D. Order Amended, Modified, Canceled or Revoked after Travel Begins E. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received F. PCS while on Leave or TDY G. Dependent En Route to the New PDS at the Time of the Member's Death H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date I. Legal Custody of Children Changes after the PCS Order Effective Date

**Paragraph    Title/Contents**

- 5090            TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION**  
 A.    General  
 B.    Authorization  
 C.    HHG Transportation  
 D.    Transoceanic Travel
- 5092            DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**  
 A.    General  
 B.    MALT Rate  
 C.    Per Diem

**Subsection A3b: Per Diem**

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- 5094            PER DIEM FOR DEPENDENT TRAVEL**  
 A.    General  
 B.    Dependent(s) and Member Travel Together  
 C.    Dependent(s) Travel Separately  
 D.    TDY Involved  
 E.    Travel by Commercial Ship  
 F.    Examples

**Subsection A3c: Early Return of Dependent(s) (ERD)**

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- 5096            GENERAL**  
 A.    Scope  
 B.    Authorization  
 C.    Official Notice of PCS  
 D.    Evacuation Travel  
 E.    HHG Transportation ICW ERD  
 F.    POV Transportation ICW ERD
- 5098            OFFICIAL SITUATIONS**  
 A.    Incidents  
 B.    Dependent Travel Authorized to a Designated Place
- 5100            NATIONAL INTEREST**  
 A.    Dependent Travel Authorized to a Designated Place  
 B.    Subsequent Authority
- 5102            PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**  
 A.    General  
 B.    Circumstances  
 C.    Return of a Dependent to OCONUS Areas  
 D.    Subsequent Authority

**Paragraph    Title/Contents**

- 5104            DIVORCE OR ANNULMENT**
- A.    General
  - B.    Conditions
  - C.    Authorization
  - D.    Points between which Transportation May Be Authorized
  - E.    Allowances
  - F.    Time Limits
  - G.    Return of an OCONUS Dependent
  - H.    Subsequent Authority Not Affected

**Subsection A3d: Dependent Travel and Transportation Under Special Circumstances**

- 5108            GENERAL**
- A.    Scope
  - B.    Travel Order
- 5110            CALLED/ORDERED TO ACTIVE DUTY**
- A.    TDY Station First Assignment
  - B.    Commissioned from Service Academies
- 5112            ASSIGNED TO A FOREIGN SERVICE COLLEGE**
- A.    General
  - B.    Tour Length Restrictions
- 5114            ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED**
- A.    General
  - B.    Dependent Authorized Concurrent Travel with Member
  - C.    Concurrent Dependent Travel Denied
  - D.    Member Elects to Serve an Unaccompanied Tour
  - E.    Reimbursement for Transoceanic Travel
- 5116            ORDERED ON A DEPENDENT-RESTRICTED TOUR, TO UNUSUALLY ARDUOUS SEA DUTY, OR TO DUTY UNDER UNUSUAL CIRCUMSTANCES**
- A.    PCS on a Dependent-restricted Tour
  - B.    Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit
  - C.    Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More
  - D.    Subsequent Authority
  - E.    Home Port Change
  - F.    Home Port Change Announcement
- 5118            REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED**
- A.    General
  - B.    Subsequent PCS
  - C.    Tour Length Restrictions
- 5120            CONSECUTIVE OVERSEAS TOUR (COT)**
- A.    General
  - B.    Unaccompanied to Unaccompanied Tour
  - C.    Unaccompanied to Accompanied Tour
  - D.    Accompanied to Unaccompanied Tour
  - E.    Accompanied-to-Accompanied Tour

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5122</b>	<b>CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT</b> A. General B. IPCOT
<b>5124</b>	<b>TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY</b> A. Travel and Transportation Authorized B. Travel and Transportation Not Authorized
<b>5126</b>	<b>CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY</b> A. General B. Allowances C. Unusually Arduous Home Port Change Allowances
<b>5128</b>	<b>ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF</b>
<b>5130</b>	<b>MEMBER ORDERED TO A HOSPITAL IN CONUS</b> A. General B. From Duty Stations or Hospitals in CONUS C. From OCONUS Duty Stations or Hospitals D. Transportation Not Restricted to the Hospital E. Completion of Hospitalization
<b>5132</b>	<b>CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW</b> A. General B. Member Restored to Duty C. Final Separation Travel
<b>5134</b>	<b>SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION</b> A. General B. Ship's Home Port Not Changed C. Ship's Home Port Changed D. Dependent Travel while the Ship Is Being Constructed E. Transportation Allowances
<b>5136</b>	<b>ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER</b> A. General B. Designation of a CONUS Area as a Non-concurrent Travel Application Area C. Delayed Dependent Travel between CONUS PDSs D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area
<b>5138</b>	<b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b> A. General B. Duty Station Erroneously Designated as HOR C. Separation from the Service or Relief from Active Duty to Continue in the Service D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service

<u>Paragraph</u>	<u>Title/Contents</u>
	E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks
	F. Member Serves Less Than the Initial Prescribed Period of Service
	G. Time Limit
	H. Member Ordered to a Place to Await Results of Disability Proceedings
	I. Member Ordered to a College
<b>5140</b>	<b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b>
	A. General
	B. Time Limits
	C. Recalled to Active Duty before Choosing a HOS
	D. Recalled to Active Duty after Choosing a HOS
	E. Member on TDRL Discharged or Retired
	F. Member Dies after Retirement or Release
	G. Member Ordered to a Place to Await Disability Retirement
<b>5142</b>	<b>PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY</b>
	A. General
	B. Restriction/Change in Designation Imposed after an Order Is Received
	C. Restriction or Change in Designation Imposed after a Dependent Begins Travel
	D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location
	E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location
	F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port
	G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station
	H. Subsequent Authority
<b>5144</b>	<b>DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE</b>
	A. General
	B. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement
<b>5146</b>	<b>DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION</b>
	A. General
	B. Limitations
<b>5148</b>	<b>DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO A COURT MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER STATIONED IN CONUS)</b>
	A. Travel and Transportation Allowances
	B. Authority
	C. Travel Request
	D. Travel Destination
	E. Travel and Transportation Reimbursement Payment
	F. Travel Time Limit
<b>5150</b>	<b>DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT</b>
	A. General
	B. Unaccompanied to Accompanied Tour
	C. Accompanied to Unaccompanied Tour
	D. Accompanied to Accompanied Tour

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5152</b>	<b>DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Definitions</li><li>C. Limitations</li><li>D. When Authorized</li><li>E. Administrative Instructions</li><li>F. Dependent Escort Travel</li></ul>
<b>5153</b>	<b>TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Definitions</li><li>C. Restriction</li><li>D. Authority</li><li>E. Reimbursement</li></ul>

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**Section A4: POC Use on Permanent Duty Travel**

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<b>5154</b>	<b>POC USE</b> <ul style="list-style-type: none"><li>A. Use of One or Two POCs</li><li>B. Use of More than Two POCs</li></ul>
<b>5156</b>	<b>MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Authorized Traveler(s)</li><li>C. Reimbursable Expenses</li></ul>
<b>5158</b>	<b>POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Traveler Driven to the Transportation Terminal</li></ul>
<b>5160</b>	<b>PARKING, TOLLS AND OTHER COSTS</b>
<b>5162</b>	<b>TRANSOCEANIC TRAVEL BY POC</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transoceanic Travel by Privately Owned Boat</li><li>C. Travel Partly by POC and Partly by Common Carrier</li></ul>
<b>5164</b>	<b>MALT PLUS FOR POC TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Per Diem/AEA</li><li>C. Lodging Plus</li></ul>
<b>5166</b>	<b>POC TRAVEL PROHIBITED</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Authorization</li><li>C. Transportation Mode Directed</li></ul>

**Paragraph   Title/Contents****Section A5: HHG**

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**Subsection A5a: General**

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<b>5168</b>	<b>GENERAL</b>
<b>5170</b>	<b>ELIGIBILITY</b>
<b>5172</b>	<b>AUTHORIZED TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transportation Cost</li><li>C. Former PDS</li><li>D. Subsequent HHG Transportation</li><li>E. Example</li><li>F. SIT</li><li>G. Mobile Home Allowances</li><li>H. Unaccompanied Baggage (UB)</li><li>I. Transportation Prohibition</li><li>J. Delivery Out of Storage</li></ul>
<b>5174</b>	<b>RE-TRANSPORTATION OF THE SAME HHG</b>
<b>5176</b>	<b>TRANSPORTATION EXPENSES</b> <ul style="list-style-type: none"><li>A. Gov't-paid Expenses</li><li>B. Member-paid Expenses</li></ul>
<b>5178</b>	<b>LOSS OR DAMAGE CLAIMS</b>
<b>5180</b>	<b>MEMBER MARRIED TO EMPLOYEE</b>
<b>5182</b>	<b>EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG</b>
<b>5184</b>	<b>RECRUIT'S CIVILIAN CLOTHING</b>
<b>5186</b>	<b>STORAGE</b>
<b>5188</b>	<b>AUTHORIZED TRANSPORTATION LOCATIONS</b>
<b>5190</b>	<b>TRANSPORTATION OF REPLACEMENT HHG ITEMS</b>
<b>5192</b>	<b>REQUIRED MEDICAL EQUIPMENT</b>
<b>5194</b>	<b>HHG TRANSPORTATION NOT ALLOWED</b>
<b>5196</b>	<b>FUNDS ADVANCE</b>
<b>5198</b>	<b>AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Summary of PCS HHG Authorized Locations and Weight Allowance</li></ul>

**Paragraph   Title/Contents****Subsection A5b: HHG Weight**

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- 5200      PRESCRIBED WEIGHT ALLOWANCES**  
 A. Higher Weight Allowance Authorization  
 B. Authorized PCS Weight Allowances
- 5202      ADMINISTRATIVE WEIGHT LIMITATION**  
 A. General  
 B. Gov't Owned Furnishings Provided  
 C. Member Married to Employee/Member  
 D. Unaccompanied Tour Administrative Weight Limitation Policy/Request  
 E. Exceptions  
 F. Additional HHG at Member's Expense
- 5204      NET WEIGHT DETERMINATION**  
 A. General  
 B. Gov't Arranged Move  
 C. DPM Transportation  
 D. UB  
 E. When Shipment Weight Is Unobtainable  
 F. Exceptions
- 5206      EXCESS CHARGES**  
 A. Gov't Responsibility  
 B. Member Responsibility  
 C. Prescribed Weight Allowance  
 D. Erroneous Advice  
 E. Member Payment  
 F. Excess Weight Status  
 G. NTS  
 H. HHG Transportation in Excess of Authorized Weight Allowance  
 I. HHG Transportation other than between Authorized Locations  
 J. Transportation of Unauthorized Articles  
 K. HHG Transportation with Special Routing or Services Provided  
 L. Weight Additive Articles

**Subsection A5c: Transportation**

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- 5208      FACTORS AFFECTING HHG TRANSPORTATION**  
 A. Combining Weight Allowances when Member Married to Member  
 B. Improper Transportation  
 C. Items of Extraordinary Value  
 D. HHG and Mobile Home Allowances  
 E. HHG Transportation before an Order Is Issued  
 F. Time Limitation  
 G. Alcoholic Beverage Transportation  
 H. Firearm Transportation  
 I. Impact of Order Effective Date  
 J. Order Amended, Modified, Canceled, or Revoked

**Paragraph    Title/Contents**

- 5210            TRANSPORTATION METHODS**
- A.    HHG
  - B.    UB and/or PBP&E
  - C.    Gov't-procured Transportation
  - D.    Personally-procured Transportation and NTS
  - E.    Split Shipment

**Subsection A5d: Non-Temporary Storage (NTS)**

- 5212            GENERAL**
- A.    General
  - B.    Authority
  - C.    Allowable Costs
  - D.    Weight Limit
  - E.    Excess Weight
  - F.    Excess Weight Charges
  - G.    Personally-Procured NTS
- 5214            PLACE OF NTS**
- A.    General
  - B.    Return of HHG from OCONUS
  - C.    NTS Authorized while HHG Are in Transit
- 5216            NTS AS AN ALTERNATIVE TO TRANSPORTATION**
- A.    General
  - B.    Limitation
  - C.    Circumstances
  - D.    Authorized Location
- 5218            NTS OF HHG CURRENTLY IN SIT**
- 5220            WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE**
- A.    General
  - B.    Limitation
  - C.    Withdrawal Cost
- 5222            NTS INCIDENT TO OCCUPANCY OF GOV'T/GOV'T-CONTROLLED QTRS OR  
PRIVATIZED HOUSING AND INCIDENT TO VACATING LOCAL PRIVATE SECTOR  
HOUSING**
- A.    Occupancy of Gov't/Gov't-controlled Qtrs or Privatized Housing
  - B.    Moving to and from Gov't Qtrs
  - C.    Moving to and from Privatized Housing
  - D.    Moving from Gov't-controlled Qtrs
  - E.    Incident to Vacating Local Private Sector Housing
- 5224            NTS WHEN ORDERED ON PCS TO A REMOTE CONUS AREA WITH A HOUSING  
SHORTAGE**
- 5226            SUCCESSIVE NTS AUTHORIZATION PERIODS**
- 5228            ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5230</b>	<b>NTS UPON SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY, RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b> A. Separation from Service or Relief from Active Duty B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay
<b>5232</b>	<b>TIME LIMITS</b> A. General B. Authority Duration C. SIT D. NTS Status Table
<b>5234</b>	<b>NTS CONVERTED TO SIT</b>

### **Subsection A5e: Storage In Transit (SIT)**

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<b>5236</b>	<b>GENERAL</b> A. Scope B. Limitations C. Member Financial Responsibility
<b>5238</b>	<b>SIT TIME PERIOD RESTRICTIONS</b> A. General B. Starting Date
<b>5240</b>	<b>FIRST 90 DAYS OF SIT</b> A. General B. Member's Financial Responsibility C. Order Changed
<b>5242</b>	<b>SECOND 90 DAYS OF SIT</b> A. General B. Authorization/Approval Request C. Authorized Circumstances
<b>5244</b>	<b>ADDITIONAL SIT</b> A. Member on TDY/Deployed for more than 90 Days or for an Indefinite Period while HHG are in SIT B. Circumstances beyond the Member's Control
<b>5246</b>	<b>HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT</b> A. Authorization/Approval B. Additional HHG Partial Lot Withdrawals
<b>5248</b>	<b>SHORT DISTANCE MOVES</b> A. Intra-city Move B. Inter-city Move C. Non-PCS Short Distance Move
<b>5250</b>	<b>SIT FOR HHG TRANSPORTED FROM NTS</b> A. Authorized Transportation B. Time Limitation

**Paragraph    Title/Contents**

- 5252            SIT CONVERTED TO NTS**  
 A.    General  
 B.    Authorization/Approval  
 C.    Subsequent Transportation
- 5254            NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS**  
 A.    General  
 B.    Subsequent Storage
- 5256            ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**  
 A.    Order Amended or Modified  
 B.    Order Canceled or Revoked

**Subsection A5f: Local Moves**

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- 5258            GENERAL**
- 5260            SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS**  
 A.    General  
 B.    Reassignment between Activities at the Same PDS - NOT A PCS  
 C.    PCS between PDSs Located in Proximity  
 D.    PCS between PDSs Not in Proximity to Each Other  
 E.    Separation from the Service or Retirement
- 5262            SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION**  
 A.    Application  
 B.    Weight Limit  
 C.    NTS  
 D.    Short Distance Moves  
 E.    Moving to/from Gov't Qtrs  
 F.    Moving from Gov't-controlled Qtrs  
 G.    Moving to/from Privatized Housing
- 5264            SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS**  
 A.    Member Directed by Competent Authority to Vacate Local Economy Qtrs  
 B.    Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension  
 C.    Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

**Subsection A5g: Professional Books, Papers, and Equipment (PBP&E)**

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- 5266            DEFINITION**
- 5268            AUTHORIZATION**  
 A.    General  
 B.    Weight Limit  
 C.    Additional Weight Allowance
- 5270            TRANSPORTATION**  
 A.    General  
 B.    Item No Longer Qualifies as PBP&E

**Paragraph    Title/Contents**

- 5272            DOCUMENTATION**  
 A.    General  
 B.    HHG Weight Allowance

**Subsection A5h: Consumable Goods**

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

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

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

**Subsection A5j: HHG Transportation Under Special Circumstances**

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- 5278            GENERAL**  
 A.    Authority  
 B.    Dependent Transportation  
 C.    Travel Order  
 D.    Evacuation  
 E.    Administration
- 5280            ENTRANCE INTO THE SERVICE**  
 A.    Initial Reporting  
 B.    A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty
- 5282            CALLED/ORDERED TO ACTIVE DUTY**  
 A.    Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station  
 B.    Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station  
 C.    Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station  
 D.    Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station  
 E.    Recalled to Active Duty  
 F.    Commissioned or Appointed from the Ranks to Officer Status  
 G.    Commissioned from Service Academies
- 5284            PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT**  
 A.    PCS with TDY En Route or while on TDY  
 B.    PCS Following TDY Pending Further Assignment
- 5286            COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION**  
 A.    Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)  
 B.    Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion  
 C.    Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at

<u>Paragraph</u>	<u>Title/Contents</u>
	One Location
<b>5288</b>	<b>CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED</b> A. Authorization B. Transportation from the Designated Place and/or NTS
<b>5290</b>	<b>ORDERED TO A CONUS HOSPITAL</b> A. General B. From CONUS Duty Stations or Hospitals C. From OCONUS Duty Stations or Hospitals D. Transportation to Another Location E. Hospitalization Completion
<b>5292</b>	<b>ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION</b> A. Ordered from CONUS PDS B. Ordered from an OCONUS PDS C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized
<b>5294</b>	<b>ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE</b> A. Authorization B. Additional Storage Time
<b>5296</b>	<b>PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY</b> A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted B. Ordered from Shore Duty to Sea Duty C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS F. Ordered from Sea Duty to an OCONUS Shore Duty PDS G. Ordered from Sea Duty to Sea Duty H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance. I. Unit Home Port Officially Changed J. Unit Home Port Change Officially Announced K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action
<b>5298</b>	<b>HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS</b> A. General B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge C. Following Confinement without Discharge D. When the Member is Restored to Duty Following Appellate Leave

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5300</b>	<b>ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Change Imposed before HHG Are Turned over to a TO</li><li>C. Change Imposed after HHG Are Turned over to a TO</li><li>D. Change Imposed after HHG Arrive at the Member's PDS</li><li>E. Subsequent Authority</li></ul>
<b>5302</b>	<b>HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement</li></ul>
<b>5304</b>	<b>CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY</b>
<b>5306</b>	<b>MEMBER REDUCED IN GRADE</b> <ul style="list-style-type: none"><li>A. Authorization</li><li>B. NTS</li><li>C. Former Grade</li><li>D. Origin and Destination</li></ul>
<b>5308</b>	<b>HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION</b> <ul style="list-style-type: none"><li>A. Authorization</li><li>B. Authority Limit</li></ul>
<b>5310</b>	<b>HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)</b> <ul style="list-style-type: none"><li>A. Transportation Allowance</li><li>B. Transportation Authority</li><li>C. Transportation Requests</li><li>D. HHG Destination</li><li>E. Transportation Reimbursement</li><li>F. Transportation Time Limit</li><li>G. NTS Exclusions</li></ul>
<b>5312</b>	<b>HHG TRANSPORTATION INCIDENT TO IPCOT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Tours of Duty</li></ul>
<b>5314</b>	<b>CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT</b>
<b>5316</b>	<b>HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Limitations</li><li>C. When Authorized</li><li>D. Storage</li><li>E. Missing Status Termination</li><li>F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member</li><li>G. Administrative Instructions</li></ul>

<u>Paragraph</u>	<u>Title/Contents</u>
5318	<b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b> A. HOS Authorized B. Transportation to HOS Not Authorized C. Storage D. Member Undergoing Hospitalization/Medical Treatment E. Member Undergoing Education/Training F. Other Deserving Cases G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home H. Recalled to Active Duty before Selecting a Home I. Recalled to Active Duty after Selecting a Home J. Member on the TDRL Who Is Discharged or Retired K. Member Dies after Retirement/Release L. Member Ordered Home to Await Disability Retirement
5320	<b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b> A. General B. Storage C. Separation or Relief from Active Duty to Continue in the Service D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty G. Time Limit H. Member Ordered Home to Await the Results of Disability Proceedings I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions J. Enlisted Member Ordered to a College K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty
5321	<b>HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY</b>

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## **Section A6: POV Transportation and Storage**

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### **Subsection A6a: CONUS POV Transportation**

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5322	<b>GENERAL</b> A. POV Transported by the Gov't B. POV Transported by Member
5324	<b>MEMBER POSSESSES MORE THAN TWO VEHICLES</b>
5326	<b>RESTRICTIONS</b> A. Unauthorized POV Transportation B. Commercial Travel at Gov't Expense C. Gov't Procured Transportation D. Mileage/MALT E. POV Storage

**Paragraph    Title/Contents**

F.    POV Left in CONUS While Member is Stationed at an OCONUS PDS

**5328            COST REIMBURSEMENT EXAMPLES**

- A.    Example 1
- B.    Example 2

**Subsection A6b: OCONUS POV Transportation****5330            GENERAL**

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

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

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

**5338            CARE AND STORAGE**

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

**5340            SHIPMENT METHODS**

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

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

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

**5346            TRANSPORTATION NOT AUTHORIZED**

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

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

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

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

**Paragraph    Title/Contents**

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

**Subsection A6c: POV Storage**

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

**Paragraph    Title/Contents**

- 5390            CONTINUED POV STORAGE**
- A.    Continued POV Storage for Active Duty Members
  - B.    Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

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

- 5394            POV TRANSPORTATION ICW ERD**
- A.    OCONUS Dependent Transportation Authorized
  - B.    Dependent Currently at an Appropriate Destination – an Order Is Not Issued
  - C.    Ex-Family Member Travel Incident to Divorce/Annulment
  - D.    Dependent Return to OCONUS Areas Authorized
  - E.    Authority on the Next PCS

**Section A7: Mobile Home Transportation**

- 5396            SCOPE**
- A.    General
  - B.    Mobile Home Definition
  - C.    Additional Allowances
  - D.    Limitations
  - E.    Constructed Gov't Cost
- 5398            ELIGIBILITY**
- A.    General
  - B.    Acquisition
  - C.    Mobile Home Used as Residence
  - D.    Mobile Home Condition
  - E.    Authorized Movement
- 5400            FUNDS ADVANCE**
- 5402            GEOGRAPHIC LIMITATIONS**
- A.    Origin/Destination Points
  - B.    Appropriate Port
  - C.    Border Crossing Point
  - D.    Cost Limitation
- 5404            TRANSPORTATION**
- A.    Definition
  - B.    Member Married to Member
  - C.    Member Married to Employee
  - D.    Single Member/Concurrent Travel Performed
  - E.    Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska
  - F.    Return from a PDS neither in CONUS nor Alaska
  - G.    Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement
  - H.    Delayed/Deferred Mobile Home Transportation

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

**Paragraph    Title/Contents**

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

**Section A8: Pet Quarantine**

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

**Section A9: Temporary Lodging**

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

**Paragraph   Title/Contents****Section A10: Dislocation Allowance (DLA)**

---

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

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

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

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5516</b>	<b>TRAVEL AND TRANSPORTATION FUNDING</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Movement between Different Departments and Agencies or DoD Components</li><li>C. Movement within the Same DoD Component</li><li>D. Separation from OCONUS Employment</li></ul>
<b>5518</b>	<b>TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Employee Married to Employee/Member</li><li>C. Time Limits</li><li>D. Restrictions</li></ul>
<b>5520</b>	<b>TRAVEL AND TRANSPORTATION REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. Authorized PCS Allowances</li><li>B. Allowance Restrictions</li><li>C. Discretionary PCS Allowances</li></ul>
<b>5522</b>	<b>PCS MOVEMENTS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel and Transportation Allowances</li><li>C. Agreements/Service Requirements/Violation Agreements</li><li>D. Alternate Origin and/or Destination Limitation</li></ul>

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## **Section B2: Employee Travel and Transportation**

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### **Subsection B2a: General**

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

**Paragraph    Title/Contents****Subsection B2b: Per Diem**

---

- 5534            GENERAL**  
A.    Travel of 12 or fewer hours (12 Hour Rule)  
B.    PCS Travel Delayed for Reasons Beyond the Traveler's Control  
C.    Per Diem Rates for PDT
- 5536            PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**  
A.    General  
B.    Overnight Stop/TDY Site  
C.    New PDS Rate
- 5538            PARTIAL TRAVEL DAYS**
- 5540            SAME DAY TRAVEL**
- 5542            PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)**
- 5544            TRAVEL BY COMMERCIAL SHIP**
- 5546            PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**  
A.    Example 1  
B.    Example 2  
C.    Example 3
- 5548            PER DIEM ALLOWANCE ELEMENTS**  
A.    Maximum Lodging Expense  
B.    Lodging Tax  
C.    M&IE
- 5550            LODGING PLUS PER DIEM COMPUTATION METHOD**  
A.    General  
B.    Per Diem Computations
- 5552            PER DIEM COMPUTATION**  
A.    General  
B.    HHT  
C.    En Route Travel to the New PDS  
D.    Separation Travel  
E.    Per Diem Computation Examples
- 5554            EFFECT OF ABSENCE ON PER DIEM PAYMENT**

**Subsection B2c: Special or Unusual Circumstances**

---

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

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5558</b>	<b>NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Coverage</li><li>C. DoD Component Responsibility</li><li>D. Procedural Requirements</li><li>E. Allowable Expenses</li><li>F. Expenses Not Allowable</li><li>G. Alternate Origin and/or Destination</li><li>H. Funds Advance</li></ul>
<b>5560</b>	<b>MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Placement before Separation</li><li>C. Placement after Separation</li><li>D. Agreement Requirement</li><li>E. Employee Transferring to the U.S. Postal Service</li><li>F. Order Issuance</li><li>G. Funding</li><li>H. Employee Separated due to Function Transfer Example</li></ul>
<b>5562</b>	<b>RETURN FROM MILITARY DUTY</b> <ul style="list-style-type: none"><li>A. Mandatory Restoration</li><li>B. Travel and Transportation Allowances</li><li>C. Real Estate Expense</li><li>D. Travel and Transportation Allowances</li><li>E. Moving Costs</li><li>F. Travel and Transportation Costs</li><li>G. Called/Ordered to Active Duty</li></ul>
<b>5564</b>	<b>SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS</b> <ul style="list-style-type: none"><li>A. Limitation</li><li>B. Funding Responsibility</li></ul>
<b>5566</b>	<b>SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY/AREA)</b> <ul style="list-style-type: none"><li>A. First Duty Station Travel</li><li>B. Authorization/Approval</li><li>C. Distance Test</li><li>D. Exceptions</li><li>E. PCS Claims Must Satisfy Conditions</li></ul>
<b>5568</b>	<b>WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Remote/Isolated Locations</li><li>C. Designating a PDS as a Remote/Isolated Location</li><li>D. Criteria for Designating a PDS as a Remote/Isolated Location</li></ul>
<b>5570</b>	<b>TDY STATION BECOMES PDS</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5572</b>	<b>SEPARATION TRAVEL FROM OCONUS DUTY</b> A. Eligible Employee B. Separation Travel and Transportation Allowances C. Separation Travel and Transportation Allowances Loss D. Limited Separation Travel and Transportation Allowances E. Employee Not Eligible F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
<b>5573</b>	<b>REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE</b> A. Eligible Employee B. Travel and Transportation Allowances
<b>5574</b>	<b>REASSIGNMENT TRAVEL FROM OCONUS DUTY TO A NEW/DIFFERENT CONUS PDS NOT LOCATED AT THE ACTUAL RESIDENCE</b>
<b>5575</b>	<b>LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT</b> A. Applicability B. Eligibility Criteria C. Authorization/Approval D. Allowable Expenses E. Expenses Not Allowable F. Origin and Destination G. Time Limits for Beginning Travel and Transportation H. Funds Use

### **Section B3: Dependent Travel and Transportation**

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#### **Subsection B3a: General**

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<b>5576</b>	<b>SCOPE</b> A. General B. HHG Transportation C. Mobile Home Transportation D. Special Circumstances Travel and Transportation E. Transportation Mode and Routing F. Travel Authority G. Commercial Transportation Costs H. Early Return of Dependent(s) (ERD) I. Reimbursable Expenses J. Receipt Requirements K. House Hunting Trip (HHT)
<b>5578</b>	<b>ELIGIBILITY</b> A. General B. Dependent Age and Travel Eligibility
<b>5580</b>	<b>AUTHORIZATION</b> A. General B. Travel and Transportation Allowances

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5582</b>	<b>WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE</b> A. General B. Dependent-Related Circumstances C. Dependent Travel-Related Circumstances D. Remaining Service Requirement
<b>5584</b>	<b>TIME LIMITATION</b> A. General B. Transfers without a Break in Service C. Locally Hired Employee D. Return for Separation
<b>5586</b>	<b>FUNDS ADVANCE</b>
<b>5588</b>	<b>TRANSOCEANIC TRAVEL</b> A. Transportation Mode B. Air Travel Medically Inadvisable C. Travel by Oceangoing Car Ferry
<b>5590</b>	<b>EMPLOYEE TRANSFERS</b> A. To and Within CONUS B. To and Between OCONUS C. From OCONUS

### **Subsection B3b: Per Diem**

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<b>5592</b>	<b>PER DIEM FOR DEPENDENT TRAVEL</b> A. General B. Dependent(s) and Employee Travel Together C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately D. Spouse/Domestic Partner Travels Separately from the Employee E. TDY Involved F. Travel by Commercial Ship G. Dependent Transportation Cost Limited to Gov't-Procured Air Transportation Cost H. Exclusions I. Per Diem Computation Example
<b>5594</b>	<b>PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED</b> A. General B. Examples

### **Subsection B3c: Early Return Of Dependent(s) (ERD)**

---

<b>5596</b>	<b>TRANSPORTATION</b> A. General B. Excess Costs C. Authority
<b>5598</b>	<b>REIMBURSEMENT</b> A. Limitations B. Gov't Transportation C. Transportation Modes

**Paragraph    Title/Contents**

D.    Receipt Requirements

**5600            TRAVEL AND TRANSPORTATION LIMITATIONS**

- A.    Authorization
- B.    Reimbursement
- C.    Receipt Requirements

**5602            RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT**

- A.    General
- B.    Time Limitation

**Section B4: POC Use on Permanent Duty Travel**

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**5604            POC USE**

- A.    Use of One or Two POCs
- B.    Use of More than Two POCs

**5606            MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

- A.    General
- B.    Authorized Traveler(s)
- C.    Reimbursable Expenses

**5608            POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**

- A.    General
- B.    Traveler Driven to the Transportation Terminal

**5610            PARKING, TOLLS AND OTHER COSTS****5612            TRANSOCEANIC TRAVEL BY POC**

- A.    General
- B.    Transoceanic Travel by Privately Owned Boat

**5614            AUTOMOBILE USE**

- A.    General
- B.    MALT

**5616            PRIVATELY OWNED AIRPLANE**

- A.    General
- B.    Nautical Miles
- C.    Mileage Rate
- D.    Travel Time
- E.    Reimbursement Computation

**5618            PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)**

- A.    Operation Cost
- B.    Expenses

**5620            PRIVATELY-OWNED MOTORCYCLE**

- A.    General
- B.    Travel Time
- C.    Reimbursement Computation

**5622            PRIVATELY OWNED BOAT**

**Paragraph    Title/Contents**

- 5624            COMPUTING POC TRAVEL REIMBURSEMENT**  
 A.    General  
 B.    Reimbursement Computation Example for One Car  
 C.    Reimbursement Computation Example for Two POCs  
 D.    MALT Computation Example for Two Separate Trips

**Section B5: HHG**

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**Subsection B5a: General**

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- 5626            GENERAL**
- 5628            ELIGIBILITY**
- 5630            AUTHORIZED TRANSPORTATION**  
 A.    General  
 B.    NTS
- 5632            RE-TRANSPORTATION OF THE SAME HHG**
- 5634            TRANSPORTATION EXPENSES**  
 A.    Gov't-paid Expenses  
 B.    Employee-paid Expenses
- 5636            LOSS OR DAMAGE CLAIMS**
- 5638            EMPLOYEE WITH AN EMPLOYEE OR MEMBER SPOUSE/DOMESTIC PARTNER**  
 A.    General  
 B.    Examples
- 5640            HHG TRANSPORTATION AND STORAGE DOCUMENTATION**  
 A.    Form and Voucher Preparation  
 B.    Documents
- 5642            SERVICES**  
 A.    General  
 B.    Cost Limitation
- 5644            TRANSPORTATION UNDER A PCS ORDER**  
 A.    HHG Shipment between CONUS PDSs  
 B.    HHG Transportation to and between OCONUS PDSs  
 C.    HHG Transportation from OCONUS to CONUS PDSs

**Subsection B5b: HHG Weight**

---

- 5646            PRESCRIBED WEIGHT ALLOWANCES**  
 A.    Maximum Weight Allowance  
 B.    Baggage Allowances  
 C.    Uncrated or Van Line Shipments  
 D.    Employee Financial Responsibility  
 E.    Transportation of HHG and PBP&E

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5648</b>	<b>ADMINISTRATIVE WEIGHT LIMITATION</b> A. Policy B. Exceptions C. Transportation from a Weight Restricted Area
<b>5650</b>	<b>NET WEIGHT DETERMINATION</b> A. Crated Shipments B. Uncrated Shipments C. Containerized Shipments D. Constructed Weight
<b>5652</b>	<b>EXCESS CHARGES</b> A. Gov't Responsibility B. Employee Responsibility C. Prescribed Weight Allowance D. Erroneous Advice E. Employee Payment F. Excess Weight Status G. HHG Weighed Twice H. Excess Weight beyond Employee Control I. Weight Additive Articles

### **Subsection B5c: Transportation**

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<b>5654</b>	<b>FACTORS AFFECTING HHG TRANSPORTATION</b> A. Combining Weight Allowances when Employee Married to Employee Couple B. Improper Transportation C. Items of Extraordinary Value D. Mobile Home Allowances E. HHG Transportation before an Order Is Issued F. Time Limitation G. Alcoholic Beverage Transportation
<b>5656</b>	<b>TRANSPORTATION METHODS</b> A. HHG B. UB C. Actual Expense D. Commuted Rate E. Split Transportation F. Employee Responsibility G. Limitations H. Cost Comparison I. Multiple Transfers

### **Subsection B5d: Non-Temporary Storage (NTS)**

---

<b>5658</b>	<b>NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS</b> A. Eligibility B. Agreement and Liability Conditions C. Authority D. Exceptions E. Time Limitation F. Storage Place
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**Paragraph    Title/Contents**

- G. Allowable Costs
- H. Documentation
- I. Isolated PDS Designation

**5660            HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS**

- A. General
- B. Eligibility
- C. Time Limitation
- D. Personnel Office and TO Responsibility for NTS Records
- E. Forms and Procedures
- F. Removing HHG from NTS

**5662            NTS OF HHG FOR A DODDS EMPLOYEE**

- A. Storage between School Years
- B. NTS of HHG during DoDDS Employee Extended Leave

**5664            NTS CONVERTED TO SIT**

- A. General
- B. Conversion Cost
- C. Additional HHG Storage

**Subsection B5e: Storage in Transit (SIT)**

---

**5666            GENERAL**

- A. Scope
- B. Reimbursement

**5668            SIT TIME PERIOD RESTRICTIONS****5670            FIRST 60/90 DAYS OF SIT****5672            SECOND 90 DAYS OF SIT**

- A. General
- B. Authorization/Approval Request
- C. Authorized Circumstances

**5674            ADDITIONAL SIT**

- A. General
- B. Restrictions
- C. Authority
- D. Documentation
- E. Submission Process

**5676            HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT**

- A. Multiple Lots
- B. HHG Weight Allowance
- C. Employee Financial Responsibility

**5678            SHORT DISTANCE MOVES****5680            FUNDS ADVANCE**

- A. General
- B. Documentation

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**Paragraph Title/Contents**

---

**Subsection B5f: Local Moves**

---

- 5682 HHG TRANSPORTATION BETWEEN LOCAL RESIDENCES**  
A. Authorized Transportation  
B. Local Transportation Costs

---

**Subsection B5g: Professional Books, Papers, and Equipment (PBP&E)**

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- 5684 DEFINITION**
- 5686 GENERAL**  
A. Policy  
B. Conditions
- 5688 PBP&E WEIGHT LIMITATION**  
A. Maximum Weight  
B. Exception
- 5690 PBP&E SHIPPED AS AN ADMINISTRATIVE EXPENSE**
- 5692 ADMINISTRATIVELY RESTRICTED HHG WEIGHT**  
A. Authorization  
B. PBP&E Weight

---

**Subsection B5h: Consumable Goods**

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- 5694 CONSUMABLE GOODS**  
A. General  
B. Additional Information on Consumable Goods

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**Section B6: POV Transportation and Storage**

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**Subsection B6a: CONUS POV Transportation**

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- 5696 GENERAL**
- 5698 AUTHORITY**  
A. General  
B. Authorized Origin/Destination  
C. Towing Equipment Cost
- 5700 SHIPMENT METHODS**  
A. Gov't Arranged POV Transportation  
B. Traveler Arranged POV Transportation  
C. Transporting a Specially Equipped Automobile

**Paragraph   Title/Contents****Subsection B6b: OCONUS POV Transportation**

---

<b>5702</b>	<b>GENERAL</b>
	A. Scope
	B. POV Transportation Allowances
	C. Authorization
	D. POV Shipment Information
	E. PBP&E Shipment not Allowed
	F. POV Shipment Requirements
<b>5704</b>	<b>ELIGIBILITY</b>
	A. Authorized Personnel
	B. Eligibility Determination
	C. Criteria
	D. Conditions
	E. Employees Assigned to Johnston Island
<b>5706</b>	<b>NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE</b>
<b>5708</b>	<b>POV SIZE LIMIT</b>
<b>5710</b>	<b>CARE AND STORAGE</b>
	A. Gov't Responsibility
	B. POV not Claimed
<b>5712</b>	<b>SHIPMENT METHODS</b>
	A. Gov't Arranged POV Transportation
	B. Personally Procured Transportation
<b>5714</b>	<b>POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS</b>
	A. General
	B. Exception
	C. Car Ferry
<b>5716</b>	<b>TRANSPORTATION AUTHORIZED</b>
	A. General
	B. CONUS to OCONUS PDS Transfer/Assignment
	C. OCONUS to OCONUS PDS Transfer/Assignment
	D. Tour of Duty Completed
	E. Tour of Duty <i>Not</i> Completed
	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 <i>Not</i> in the Gov't's Interest to Have a POV
	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
	H. OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV Changed to a PDS that is <i>Not</i> in the Gov't's Interest to Have a POV
<b>5718</b>	<b>TRANSPORTATION NOT AUTHORIZED</b>
<b>5720</b>	<b>RESTRICTED POV TRANSPORTATION</b>
	A. General
	B. Exception

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5722</b>	<b>PORTS/VPCS USED</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Designation of Ports</li><li>C. Alternate Ports/VPCs</li></ul>
<b>5724</b>	<b>POV TRANSPORTATION TO/FROM PORTS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transportation Arrangements</li></ul>
<b>5726</b>	<b>TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP</b> <ul style="list-style-type: none"><li>A. Traveler Pays for POV Transportation to/from Port/VPC</li><li>B. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC</li><li>C. POV Delivery/Pickup Incident to PDT by POV</li></ul>
<b>5728</b>	<b>POV PURCHASED IN A NON-FOREIGN OCONUS AREA</b> <ul style="list-style-type: none"><li>A. Restriction</li><li>B. Exception</li></ul>
<b>5730</b>	<b>RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE</b>
<b>5732</b>	<b>REPLACEMENT POV SHIPMENT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Emergency Replacement</li><li>C. Non-Emergency Replacement</li><li>D. Limitations</li></ul>
<b>5734</b>	<b>POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES</b> <ul style="list-style-type: none"><li>A. Transfer/Assignment between OCONUS PDSs</li><li>B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS</li><li>C. Agreement Not Completed and Employee Returns to CONUS for Separation</li><li>D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't</li></ul>
<b>5736</b>	<b>EXCESS COST COLLECTION</b>
<b>5738</b>	<b>DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY</b>

---

**Subsection B6c: POV Storage**

---

<b>5740</b>	<b>CARE AND STORAGE</b> <ul style="list-style-type: none"><li>A. Gov't Responsibility</li><li>B. Employee Responsibility</li><li>C. Limitations</li><li>D. Additional POVs</li></ul>
<b>5742</b>	<b>STORAGE ICW CONTINGENCY OPERATIONS TCS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Eligibility</li><li>C. Limitations</li><li>D. Location</li><li>E. Expenses</li></ul>

**Paragraph    Title/Contents****Section B7: Mobile Home Transportation**

---

<b>5744</b>	<b>SCOPE</b>
	A. General
	B. Mobile Home Definition
	C. Additional Allowances
	D. Constructed Gov't Cost
<b>5746</b>	<b>ELIGIBILITY</b>
	A. General
	B. Acquisition
	C. Mobile Home Used as Residence
	D. Mobile Home Condition
	E. Authorized Movement
<b>5748</b>	<b>FUNDS ADVANCE</b>
<b>5750</b>	<b>GEOGRAPHIC LIMITATIONS</b>
	A. Origin/Destination Points
	B. Appropriate Port
	C. Border Crossing Point
	D. Cost Limitation
<b>5752</b>	<b>TRANSPORTATION</b>
	A. General
	B. Transportation
	C. Employee with Employee Spouse/Domestic Partner
	D. Employee with Member Spouse/Domestic Partner
	E. Limitations
<b>5754</b>	<b>PERSONALLY PROCURED COMMERCIAL TRANSPORTATION</b>
	A. Authorized Transportation
	B. Reimbursement
	C. Transportation Arrangements
	D. Paying the Carrier
	E. Transportation Costs
<b>5756</b>	<b>PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER</b>
	A. Reimbursement
	B. Origin/Destination within CONUS/Alaska
	C. Origin/Destination Is an Island within CONUS or within Alaska
	D. Origin/Destination Not in CONUS/Alaska
	E. Preparation
	F. Mobile Home Towed by POC
	G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat)
	H. Self-propelled Mobile Home Driven Overland
	I. Self-propelled Mobile Home Driven over Water (i.e., house boat)
	J. Mobile Home Moved by Overland Towing

**Paragraph    Title/Contents**

- 5758            GOV'T PROCURED TRANSPORTATION**
- A. Arrangements
  - B. Gov't's Cost Obligation
  - C. Written Agreement of Financial Responsibility
  - D. Allowance Limitations
  - E. Routing
  - F. Costs Allowed
  - G. Costs Not Allowed
  - H. Denied Payment

- 5760            TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS**

- 5762            EMPLOYEE DEATH**
- A. CONUS
  - B. OCONUS

**Section B8: Pet Quarantine**

---

- 5764            GENERAL**

- 5766            PET QUARANTINE REIMBURSEMENT**

- 5768            GENERAL PET INFORMATION**
- A. Gov't-funded Pet Transportation Not Authorized
  - B. Pet Quarantine Information
  - C. U.S. Fish and Wildlife (FWS) Service Requirements
  - D. Contact Information
  - E. Related Restrictions

- 5770            TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT**

**Section B9: Temporary Lodging**

---

**Subsection B9a: Temporary Quarters Subsistence Expense (TQSE) General Information**

---

- 5772            PURPOSE**

- 5774            GENERAL**
- A. TQSE Types
  - B. Foreign Transfer Allowance (FTA)
  - C. Subsistence Expenses
  - D. Restrictions

- 5776            TEMPORARY LODGING**
- A. Definition
  - B. Limitations

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5778</b>	<b>ELIGIBILITY</b> A. Conditions B. TQSE in Other Locations C. Exclusions D. Restrictions E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)
<b>5780</b>	<b>ALLOWANCE DUPLICATION</b> A. TQSE Payment B. TQSA Payment C. Restrictions D. TCS
<b>5782</b>	<b>DOCUMENTATION</b>

---

**Subsection B9b: Lump Sum TQSE (TQSE(LS))**


---

<b>5784</b>	<b>TQSE(LS) OPTION</b>
<b>5786</b>	<b>AUTHORITY</b> A. General B. Considerations
<b>5788</b>	<b>LIMITATIONS</b> A. Payment Limitation B. Time Limitation C. Erroneous Advice Information
<b>5790</b>	<b>ELIGIBILITY PERIOD</b>
<b>5792</b>	<b>RECEIPTS AND SUPPORTING DOCUMENTATION</b>
<b>5794</b>	<b>PAYMENT</b>
<b>5796</b>	<b>COMPUTATION</b> A. HHT B. Payment Basis C. TQSE(LS) Per Diem Rates/Percentages D. TQSE(LS) Computation Chart E. TQSE(LS) Computation Example

---

**Subsection B9c: TQSE Actual Expense (TQSE(AE))**


---

<b>5798</b>	<b>TQSE(AE) OPTION</b> A. General B. AEA
<b>5800</b>	<b>AUTHORITY</b> A. General B. Considerations

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5802</b>	<b>LIMITATIONS</b> A. Payment Limitation B. Time Limitations C. Additional TQSE(AE) Period Justification D. Occupancy Limitations
<b>5804</b>	<b>ELIGIBILITY PERIOD</b> A. Starting Temporary Lodging Occupancy B. Temporary Lodging Occupancy Time Period C. Ending Temporary Lodging Occupancy
<b>5806</b>	<b>RECEIPTS AND SUPPORTING DOCUMENTATION</b> A. Receipts and Supporting Statement B. Submitting TQSE(AE) Claims
<b>5808</b>	<b>PAYMENT</b> A. General B. Actual Expenses Allowed C. Excess Expenses D. Lodging with a Friend or Relative E. Itemization F. Conditions Affecting Reimbursement G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging
<b>5810</b>	<b>COMPUTATION</b> A. TQSE(AE) Calculation B. Computation Examples

---

### **Subsection B9d: Foreign Oconus Temporary Quarters Subsistence Allowance (TQSA)**

---

<b>5812</b>	<b>TQSA</b>
-------------	-------------

---

### **Section B10: Miscellaneous Expense Allowance (MEA)**

---

<b>5814</b>	<b>GENERAL</b> A. Purpose B. Advance Payments C. Mobile Home Relocation D. Lease Penalty Expense
<b>5816</b>	<b>ELIGIBILITY</b> A. Employees Eligible for MEA B. Employees <i>Not</i> Eligible for MEA
<b>5818</b>	<b>REIMBURSEMENT</b> A. General B. Minimum Payment C. Maximum Payment D. Reimbursable Costs E. Non Reimbursable Costs F. Administrative Procedures

---

**Paragraph Title/Contents**

---

**Section B11: Service Agreements**

---

---

**Subsection B11a: General**

---

- 5820 SERVICE AGREEMENT**
- A. General
  - B. Failure to Sign a Service Agreement
  - C. Initial Agreement
  - D. Renewal Agreement
  - E. Appointment/Transfer to an OCONUS Position
  - F. More than One Service Agreement
  - G. Subsequent Service Agreements
  - H. Reimbursement Disclosure Statement
- 5822 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT**
- A. General
  - B. Designated Personnel
- 5824 ACTUAL RESIDENCE**
- 5826 ACTUAL RESIDENCE DETERMINATION**
- A. Appointees (Including Student Trainees)
  - B. OCONUS Employment
- 5828 SERVICE AGREEMENT REQUIREMENTS**
- 5830 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION**
- A. Transportation and Storage
  - B. Record Maintenance
- 5832 SERVICE AGREEMENT PREPARATION AND DISPOSITION**
- A. General
  - B. Preparation and Disposition
  - C. Service Agreement for OCONUS Employees other than School Teachers
  - D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616)
  - E. DOD Service Agreement - Transfer of Employees to and within CONUS (DD Form 1618)

---

**Subsection B11b: Initial Agreements**

---

- 5834 INITIAL AGREEMENT NEGOTIATION**
- 5836 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS**
- A. General
  - B. Local Commander Negotiation Restrictions
  - C. Eligibility Determination
  - D. Travel and Transportation Authorization
  - E. Initial Service Agreement Requirements

**Paragraph   Title/Contents****Subsection B11c: Renewal Agreement**

---

- 5838      RENEWAL AGREEMENT NEGOTIATION**  
 A.    General  
 B.    Married Employees  
 C.    Exception

**Subsection B11d: Tour of Duty Requirements**

---

- 5840      TOUR OF DUTY REQUIREMENT**  
 A.    General  
 B.    Minimum Periods of Service  
 C.    OCONUS
- 5842      STARTING TOUR OF DUTY**  
 A.    Transfer to and within CONUS  
 B.    Appointment to First PDS  
 C.    OCONUS Agreements
- 5844      ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY**  
 A.    General  
 B.    Acceptable Reasons for Release from Tour of Duty Requirements  
 C.    Transfer to Other Departments/Agencies  
 D.    Verification

**Subsection B11e: Agreement Violation**

---

- 5846      AGREEMENT VIOLATION**  
 A.    General  
 B.    Individual's Financial Responsibility  
 C.    Agreement Violation
- 5848      AGREEMENT VIOLATION PENALTIES**
- 5850      TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT**
- 5852      RESPONSIBILITIES**  
 A.    Employee  
 B.    Civilian Personnel Officer  
 C.    Finance, Fiscal, or Disbursing Officer
- 5854      AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS**  
 A.    General  
 B.    Exceptions  
 C.    Examples
- 5856      AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**  
 A.    Violation during the First Year of Service under an Initial Service Agreement  
 B.    Violation after One Year of Service under an Initial Service Agreement  
 C.    Employee Serving under Renewal Agreements  
 D.    DoDEA Teacher

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5858</b>	<b>COMPUTATIONS</b>
	A. General
	B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs
	C. Commercial Carrier Transportation Costs
	D. Travel Time Compensation
	E. Per Diem
	F. Employee Financial Responsibility to the Gov't
	G. Return Travel Costs
	H. Sample Statement of Liability/Credit Violation of Renewal Agreement
	I. Sample Cases

---

## **Section B12: House Hunting Trip (HHT)**

---

<b>5860</b>	<b>GENERAL</b>
<b>5862</b>	<b>ELIGIBLE EMPLOYEE</b>
<b>5864</b>	<b>INDIVIDUALS NOT ELIGIBLE FOR A HHT</b>
<b>5866</b>	<b>SEPARATE TRIPS BY EMPLOYEE AND SPOUSE</b>
	A. General
	B. Cost Comparison
	C. Duration
	D. AEA
	E. Lump Sum Payment
	F. Example
<b>5868</b>	<b>WHEN A HHT MAY BEGIN</b>
<b>5870</b>	<b>WHEN A HHT MUST BE COMPLETED</b>
<b>5872</b>	<b>HHT AUTHORIZATION</b>
	A. General
	B. Determination
<b>5874</b>	<b>CONSIDERATIONS</b>
	A. General
	B. Arranging a Permanent Residence before a Move
	C. Arranging a Permanent Residence while in Temporary Lodging
	D. Avoiding an Advance Trip
	E. TDY at the New PDS
	F. Housing Information Assistance
<b>5878</b>	<b>TRIP DURATION</b>
	A. General
	B. Time Limitation
<b>5880</b>	<b>TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY</b>
<b>5882</b>	<b>LOCAL TRANSPORTATION</b>
	A. General Expenses
	B. Local Transportation
	C. Special Conveyance (Taxi/Cab) Use

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5884</b>	<b>SUBSISTENCE</b> A. General B. Methods C. Subsistence Calculation Examples D. Round-trip House Hunting Travel
<b>5886</b>	<b>EXPENSE DOCUMENTATION</b> A. Transportation B. Subsistence Expenses
<b>5888</b>	<b>STATUS WHILE ON HHT</b>
<b>5890</b>	<b>NO RETURN TO OLD PDS</b>
<b>5892</b>	<b>HHT ADVANCE</b>
<b>5894</b>	<b>HHT ICW TQSE</b> A. TQSE(AE) B. TQSE(LS) C. HHT Deductions

### **Section B13: Temporary Change of Station (TCS)**

---

<b>5896</b>	<b>GENERAL</b> A. TCS Authorization B. Official Duty Station C. Service Agreement
<b>5898</b>	<b>ELIGIBILITY</b> A. Assignment B. Employees Ineligible for a TCS
<b>5900</b>	<b>CONDITIONS</b> A. Component Cost Considerations B. Employee Tax Consideration C. Employee Concerns D. Equity Concerns E. Assignment Length F. Distance Requirement
<b>5902</b>	<b>TCS ALLOWANCES</b> A. Basic Allowances B. Discretionary Allowances C. Allowances upon Assignment Completion D. TCS Allowances vs. Per Diem
<b>5904</b>	<b>THE TEMPORARY OFFICIAL STATION BECOMES THE PDS</b> A. Allowance Duration B. Payable Allowances C. Expenses Not Payable
<b>5906</b>	<b>SEPARATION FROM GOV'T SERVICE</b> A. After TCS Completion B. Before TCS Completion

**Paragraph Title/Contents****Section B14: Real Estate Allowances**

---

**Subsection B14a: General**

---

- 5908 GENERAL**
- A. Conditions
  - B. Requirements ICW Reimbursement
  - C. Time Limit for Residence/Lease Termination Transactions
  - D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS
  - E. Residence Sale in Anticipation of Transfer
  - F. Examples
  - G. General
  - H. Reimbursement
  - I. FTA and HSTA Lease Penalty
- 5910 EXCLUSIONS**
- 5912 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE**
- A. Reimbursable Expense
  - B. Reimbursement Limit
- 5914 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS**
- A. Application for Reimbursement of Expenses
  - B. Claim Submission
  - C. Review and Approval of Reasonable Charges
  - D. Approval of Payment
  - E. Privacy Act Statement
- 5916 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT**
- A. Allowable Expenses
  - B. Claim Procedure
- 5918 RETURN FROM MILITARY DUTY**

**Subsection B14b: Residence Transaction Expenses - Home Purchase**

---

- 5920 RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**
- A. Adaptation
  - B. Reference/Decision Search
  - C. Fee and Description Chart

**Subsection B14c: Civilian Board of Contract Appeals (CBCA), GSA Board of Contract Appeals (GSBCA) and Comptroller General (CG) Decisions Applicable to Allowances in this Part**

---

- 5922 GSBCA, CBCA AND CG DECISIONS**
- A. Decisions Search
  - B. Decisions

**Paragraph   Title/Contents****Section B15: Relocation Services**

---

**Subsection B15a: General**

---

- 5924            GENERAL**  
 A. DoD Contract Services  
 B. DoD Component Responsibilities
- 5926            ELIGIBILITY CONDITIONS AND LIMITATIONS**  
 A. Eligible Employee  
 B. Person Not Covered  
 C. Limitations  
 D. TCS
- 5928            PROCEDURAL REQUIREMENTS AND CONTROLS**  
 A. Employee Option  
 B. Dual Benefits Prohibited  
 C. Payment Restrictions  
 D. Maximum Home Value  
 E. Order

**Subsection B15b: Property Management (PM) Services**

---

- 5930            GENERAL**  
 A. Purpose  
 B. When PM Services May Be Authorized  
 C. Obtaining PM Services  
 D. PM Services  
 E. Income Tax Consequences of PM Services  
 F. Ineligible Employee
- 5932            PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS**  
 A. General  
 B. PM Services Payment Duration  
 C. PM Services Continuation
- 5934            PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS**  
 A. Authorized PM Services  
 B. PM Services in Lieu of Residence Sale  
 C. Repayment of PM Expenses  
 D. Residence Sale after Electing PM Services  
 E. PM Services Payment Duration
- 5936            PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS**  
 A. General  
 B. PM Services Payment Duration  
 C. Residence Sale Incident to Temporary Official Station Becoming the PDS

**Paragraph    Title/Contents**

**Subsection B15c: Home Marketing Incentive Payments**

---

- 5938            GENERAL**
  - A.    Purpose
  - B.    Definitions
  - C.    Tax Consequences
  
- 5940            ELIGIBILITY**
  
- 5942            PAYMENT CONDITIONS**
  - A.    Eligible Employee
  - B.    Relocation Services Fee
  - C.    Authorization
  
- 5944            MAXIMUM AMOUNT PAYABLE**
  - A.    Payment Limitations
  - B.    Payment Examples

**Section B16: RIT Allowance**

---

- 5730            RIT ALLOWANCE**
  - A.    Purpose
  - B.    Payments/Reimbursements

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART A: **MEMBERS ONLY**

#### SECTION 5: HHG

#### SUBSECTION h: CONSUMABLE GOODS

##### 5274 CONSUMABLE GOODS

###### A. General

1. A member, assigned to an OCONUS PDS designated in App F1, is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.
2. The consumable goods must be for the member's and/or dependents' personal use.
3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).
- \*4. In unusual circumstances (e.g., PCS from another OCONUS PDS designated in App F1) the Secretarial Process may authorize an alternate shipping origin for consumable goods.

###### B. Additional Information on Consumable Goods. See App F for:

1. OCONUS locations and their consumable goods weight allowances,
2. Procedures for adding a location to locations having a consumable goods allowance, and
3. More specific regulations on the shipment of consumable goods.

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## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART A: **MEMBERS ONLY**

#### SECTION 5: HHG

##### SUBSECTION j: HHG TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

###### 5278 GENERAL

- A. Authority. Authority for HHG transportation under this section may be contingent on dependents' transportation (see Ch 5, Part A3d) unless otherwise provided for in this Section.
- B. Dependent Transportation. When dependent transportation is involved, an order authorizing dependent transportation may also authorize HHG transportation and should cite the specific par. authority under which the transportation is authorized.
- C. Travel Order. A travel order providing for HHG transportation/consumable goods transportation must cite the specific par. authority under which the transportation is authorized.
- D. Evacuation. For HHG transportation incident to an evacuation, see Ch 6.
- E. Administration. The following are guidelines for administering HHG transportation authority:
1. The AO must determine if the authority to authorize/approve requests for HHG transportation is exercised through the Secretarial Process.
  2. HHG transportation authorized ICW dependents' transportation in advance of the member's PCS and under par. 5296-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. 6035.
  3. When a non-command-sponsored dependent is in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual/emergency circumstances of the particular case justify the expenditure of Gov't funds for this purpose.

###### 5280 ENTRANCE INTO THE SERVICE

- A. Initial Reporting. A commissioned, reinstated or warrant officer appointed/reappointed in a regular service, and a person enlisted from civil life or an RC is authorized HHG transportation from the HOR or PLEAD to the first PDS IAW par. 5280-B.
- B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge/separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:
1. HOR/PLEAD;
  2. The last or any previous PDS;
  3. An authorized storage place; or
  4. Any place to which HHG were transported at Gov't expense.

## 5282 CALLED/ORDERED TO ACTIVE DUTY

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

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

1. Initial active duty for training for less than 180 days,
2. Active duty for training for fewer than 140 days, or
3. Active duty for training for 140 or more days with fewer than 140 days at any one location, or
4. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. 2240-B.

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

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

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

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

- a. Active duty for other than training for 180 or fewer days,
- b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or
- c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. 7355-F2b(2).

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

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

1. HOS, or
2. PLEAD, if recalled after selecting a home, or
3. Place to which such HHG were last transported at Gov't expense (including place of NTS) in any event.

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

G. Commissioned from Service Academies

1. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:
  - a. Academy to the officer's HOR,
  - b. Academy to the first PDS, and
  - c. Officer's HOR to the first PDS.
2. HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the order under which they were shipped to the HOR (par. 5174).

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

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

1. A member, ordered to make a PCS:
  - a. With TDY en route, or
  - b. Without return to the old PDS, while on TDY,is authorized HHG transportation to the new PDS.
2. The member may elect HHG transportation up to the TDY weight allowance to the new PDS via TDY station(s) if HHG are necessary for the member's personal use.
3. Authorized TDY HHG transportation exists regardless of the par. 4505 provisions.
4. The member is also authorized NTS under par. 5232-D1, for the TDY.
5. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination TO, or any other Service-designated official at the TDY station, if necessary.
6. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. 5236) to locations authorized under the basic order.
7. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

B. PCS Following TDY Pending Further Assignment

1. A member, whose HHG were placed in NTS at Gov't expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period.
2. An additional 90 days of NTS may be authorized/ approved as under par. 5242 when:
  - a. The new PDS is OCONUS or at a station to which HHG transportation is prohibited/restricted, or

- b. For reasons beyond the member's control the HHG cannot be withdrawn:
  - (1) During the first 90 days after the arrival date at the OCONUS PDS/PDS that HHG transportation is prohibited/restricted, or
  - (2) Within 90 days following TDY completion.
3. HHG transportation from storage to the residence is authorized under par. 5188 when the new assignment is to:
  - a. Sea duty,
  - b. OCONUS duty, or
  - c. Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 5116 is at or in the NTS location vicinity,.

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

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

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or
2. NTS
  - a. Upon Service-concerned approval, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an order, to transportation or NTS.
  - b. NTS conversion is at Gov't expense.
  - c. Any storage costs accruing for periods in excess of 180 days are the member's responsibility.
  - d. Unless otherwise provided in par. 5244, no additional HHG storage is authorized before further PCS order is issued.

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

1. HHG, placed in NTS, to the PDS, and
2. Any HHG not placed in storage under par. 5308.

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

1. From the place of storage to the HOR/PLEAD upon release from active duty, or
2. To the PDS if retained on active duty (par. 5194-7).

### 5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED

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

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

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

### 5290 ORDERED TO A CONUS HOSPITAL

A. General

1. Except when the PDS or hospital from which a member is transferred is OCONUS, the authority for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged.
2. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization.
3. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode.
4. See par. 5316 for HHG transportation on behalf of a member officially reported as injured or ill under [37 USC §554](#).

B. From CONUS Duty Stations or Hospitals

1. A member on active duty, who is transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS.
2. The HHG authority must not exceed the cost from any of the combination of the:
  - a. Last or any previous PDS,
  - b. Place the HHG were last transported at Gov't expense, or
  - c. Place of storage,to the hospital.
3. In lieu of transportation, HHG may be placed in NTS.
4. Part of the HHG may be transported and part placed in NTS (member option).
5. Any HHG in storage when a member is hospitalized may continue in storage.

C. From OCONUS Duty Stations or Hospitals.

1. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation:
  - a. From any authorized place(s) to the hospital,
  - b. To NTS, or
  - c. Part may be transported and part placed in NTS (member option).
2. Any HHG in storage when a member is hospitalized, may continue in storage.
3. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, *is not required*.
4. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. 5290-B applies.

D. Transportation to Another Location

1. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS. Transportation cost may not exceed the cost of transporting the HHG to the hospital.
2. When HHG transportation is from OCONUS, the authority for CONUS transportation is limited to the transportation cost to the hospital from the port through which transportation was made.
3. For overland transportation from Canada and Mexico, the authority is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

E. Hospitalization Completion

1. A member, released from observation and/or treatment and:
  - a. Restored to duty,
  - b. Separated from the Service,
  - c. Relieved from active duty,
  - d. Placed on the TDRL, or
  - e. Retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

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

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

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

A. Ordered from CONUS PDS

1. A member, ordered from a CONUS PDS, may place HHG into NTS.
2. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

B. Ordered from an OCONUS PDS

1. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report.
2. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown.
3. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS.
4. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS.
5. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order.
6. If the member takes physical possession of the HHG, the Gov't must not transport the HHG (par. 5174).

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

1. When a member is ordered from an OCONUS PDS to a CONUS/non-foreign OCONUS area for separation processing with HOS authorized under par. 5318-A, HHG may be:
  - a. Transported from the PDS to the place to which ordered to report, and/or
  - b. Placed in NTS.
2. These HHG may be later transported under par. 5318-A.
3. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized.
4. However, the member must agree to bear all costs in excess of transporting the member's maximum PCS HHG weight allowance in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Gov't's cost obligation) ([44 Comp. Gen. 826 \(1965\)](#)).
5. In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination.
6. HHG in NTS, at a designated place/location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.
7. A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

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

A. Authorization

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

B. Additional Storage Time

1. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. 5242.
2. Additional NTS beyond 180 days may be authorized/approved as in par. 5244.

**5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY**

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General

a. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

- (1) The new PDS,
- (2) A member-specified CONUS location,
- (3) NTS.

b. The combination of transportation for pars. 5296-A1a(1) and 5296-A1a(2) is limited to what would have been allowed for transporting the member's maximum PCS HHG weight allowance in one lot from the old PDS/other authorized location, to the new OCONUS PDS.

c. Excess costs due to a combination of shipment(s) are determined under par. 5206.

d. Upon a subsequent PCS between OCONUS PDSs,

- (1) HHG transportation from the member-specified CONUS location under par. 5296-A1a(2) or
- (2) NTS to the new PDS/place dependents are authorized to travel under par. 5116-A, 5118, 5120 or 5122,

may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month

- a. When a member is ordered to an OCONUS PDS and is advised, in writing, that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.
- b. The remaining HHG may be:
  - (1) Transported for the duration of the OCONUS assignment to a member-designated CONUS location, or
  - (2) Placed in NTS.
- c. When the total UB weight plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility.
- d. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:
  - (1) Or store the HHG not needed to establish the temporary residence; and
  - (2) At Gov't expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the old PDS vicinity.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

- a. When a member ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised, in writing, that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.
- b. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS.
- c. HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:
  - (1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or
  - (2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authority from the old PDS to the designated place.
- d. HHG transportation is authorized from the designated place to the OCONUS PDS when HHG transportation is later authorized to the new PDS, provided that the:
  - (1) Dependents are to be command sponsored, and
  - (2) Member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive..
- e. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. 5206.

f. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

- (1) Or store HHG not needed to establish the temporary residence; and
- (2) HHG needed to establish a temporary residence for the dependents to a place in the old PDS vicinity, at Gov't expense,.

g. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

- (1) Storage and/or the place they were moved under par. 5296-A3d to the new PDS; and
- (2) The place they were moved under par. 5296-A3d to a combination of NTS and the member-designated location in CONUS/non-foreign OCONUS area, as authorized above.

**B. Ordered from Shore Duty to Sea Duty**

1. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

- a. The home port of the unit to which ordered;
- b. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and
- c. NTS.

2. When the home port is OCONUS, par. 5280 or 5286 also applies.

**C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances**

1. When a member is:

- a. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;
- b. Transferred by PCS to serve an OCONUS dependent restricted tour;
- c. Transferred by PCS to a unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (see par. 5116-B for a member with dependents);
- d. Permanently assigned aboard a ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or
- e. Transferred by PCS to a ship/afloat staff referred to in par. 5296-C4 after the ship/afloat staff has been so specified;

2. HHG transportation is authorized to:
  - a. NTS for:
    - (1) C1a and C1b and later to the member's PDS when the restriction is lifted, or upon receipt of dependent entry approval; or
    - (2) C1c, C1d and C1e;
  - b. Any place in CONUS the member designates for:
    - (1) C1a and C1b, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or
    - (2) C1c, C1d and C1e
  - c. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. 5114-D2; 5116-A2, or if authorized/approved through the Secretarial Process;
  - d. The OCONUS location to which dependent transportation is authorized/approved under par. 5114-D3 or 5116-A3 or 5116-A4.
    - (1) Measure subsequent authority from the location to which transported under this authority or from the place HHG are then located, whichever is less.
    - (2) For shipments related to par. 5116-A4, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.
  - e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.
3. Storage of any portion of the HHG is authorized under C2a , and transportation of the remainder under C2a, C2b, C2c, C2d, and C2e.
4. When the prohibition/restriction is removed, or when the member is transferred/assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG:
  - a. Previously stored under C2a, or
  - b. Transported to a destination authorized in C2b, C2c or C2emay be stored in NTS.
5. The remainder, or other HHG acquired before the order effective date may be transported to the member's OCONUS PDS.
6. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances

1. When a member is transferred by PCS from an OCONUS PDS to:
  - a. An OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;
  - b. A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (par. 5116-b);
  - c. A ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or
  - d. A ship/afloat staff referred to in par. D1c after it has been so specified;

the member is authorized HHG transportation as prescribed in par. D2.

2. A member described in par. D1, above, is authorized HHG transportation from the last or any previous PDS, **or** place of storage to any combination of the following:
  - a. NTS;
  - b. Any CONUS location the member specifies and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;
  - c. Designated place authorized/approved under par. 5114-D2; 5116-a2; or if authorized/approved through the Secretarial Process;
  - d. An OCONUS designated place authorized/approved under par. 5114-D3; 5116-a3 or 5116-a4; or if authorized/approved through the Secretarial Process;
  - e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.
3. The member is authorized HHG transportation to the current PDS when the restriction is lifted **or** when:
  - a. The member is ordered on an OCONUS PCS to which HHG transportation is authorized;
  - b. The member is ordered on PCS from a unit referred to in par. D1b or D1c; or
  - c. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.
4. HHG transportation is authorized to the member's current PDS from the place to which transported under pars. D2a, D2b, D2c, and D2d .
5. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process.
6. HHG transportation, from the last PDS to which HHG transportation was limited/prohibited to the new PDS, should be within authorized weight allowances in Service regulations. That amount, plus the amount transported from the places listed in pars. D2a, D2b, D2c, and D2d, may not exceed the member's weight allowance in par. 5200.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS

1. Except for cases under pars. 5296-C and 5296-D, when a member is:
  - a. Ordered from sea duty/OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or
  - b. Transferred by PCS order from a unit referred to in pars. 5296-C1c, 5296-C1d, 5296-C1e,

the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. 5296-A, 5296-B, 5296-C, 5296-D, or 5296-H.

2. If the member is transferred on a PCS from a station to which HHG transportation was limited/prohibited under par. 5296-C1a, or par. 5296-D1a, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. 5200.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS

1. Except for cases under pars. 5296-D and 5296-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized.
2. At least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.
3. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. 5296-A1a(2) to the new PDS, or from the old PDS to another member-specified location under par. 5296-A1a(2).
4. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.
5. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. 5296-A1a(2), or from the old PDS to another member-specified location under par. 5296-A1a(2).
6. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS.
7. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS.
8. HHG transportation from NTS or from a prior member-specified location under par. 5296-A1a(2) to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.
2. Home Ports Not Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:
  - a. From old home port to the new home port;
  - b. From a former PDS to the new home port;
  - c. From a previously designated place to new home port;
  - d. From NTS to the new home port;
  - e. NTS in lieu of transportation prescribed in par. 5296-G2a, 5296-G2b or 5296-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.

I. Unit Home Port Officially Changed

1. A member assigned to a unit:
  - a. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. 5296-G2.
  - b. Specified as unusually arduous sea duty (par. 5116-B) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. 5116-E and/or NTS.
2. HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See par. 5078.
3. The provision provided for a member in par. 5050-H is not applicable to par. 5296-I.

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS order to that unit at that old home port. See subpar. J4 for an exception.
2. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled or revoked.
3. Provisions apply to, but are not limited to, a member who has:
  - a. Delayed HHG transportation to the old home port, or
  - b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

4. HHG transported after a PCS order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made may be authorized.

K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

1. A member involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action, is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.
2. In lieu of transportation, HHG may be placed in NTS.
3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served (par. 5194-7).

**5298 HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**

A. General

1. HHG may be transported:
  - a. From any location and/or
  - b. From NTS to a designated place or,
  - c. To a destination in the dependents' native country, if the dependents are foreign-born,.
2. The member is also authorized NTS/continued NTS under par. 5216.
3. An order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. 5298-B and 5276-C2.

B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other than Honorable Conditions, or Sentenced to Confinement with/without Discharge

1. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:
  - a. Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);
  - b. Sentenced to confinement in a foreign or U.S. civil confinement facility;
  - c. Discharged OCONUS under other than honorable conditions;
  - d. Returned to CONUS for discharge under other than honorable conditions;
  - e. Returned to CONUS to serve a sentence of confinement in civil/military confinement facilities;
  - f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;
  - g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a NTE basis under par. 5298-B, that is the final separation HHG transportation unless the member is restored to duty ([63 Comp. Gen. 135 \(1983\)](#)).

2. The officer exercising special/general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances.

3. HHG transportation should be authorized/approved when in the Gov't's best interest.

4. When authorized/approved, the member is provided transportation for the authorized weight allowance of the grade held:

a. At the time the HHG are transported, or

b. When ordered to OCONUS duty,

whichever is greater.

5. If the member has dependents, HHG transportation under pars. 5298-B1a through 5298-B1h may be authorized up to the Gov't cost from the:

a. Member's last/former OCONUS PDS, or

b. Place to which last transported at Gov't expense,

as applicable to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country the dependents are to reside or are residing.

6. The AO must determine the destination transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances.

7. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR/PLEAD (as the member selects).

8. The Gov't's cost for HHG transportation under par. 5298-B1i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last/former OCONUS PDS to the HOR/PLEAD (as the member selects).

9. If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Gov't/Gov't-controlled quarters, or to NTS as an alternative to transportation.

C. Following Confinement without Discharge. If a member's HHG:

1. Are transported under par. 5298-B, and following confinement the member returns to duty at a new PDS, HHG transportation is authorized from any location to the new PDS, up to the cost from the member's HOR/PLEAD to the new PDS, based on the grade held on the PCS order effective date to the new PDS.

2. Were not transported under par. 5298-B, HHG transportation is authorized from the location last transported at Gov't expense to the member's new PDS, based on the grade held on the PCS order effective date to the new PDS.

D. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported while awaiting appellate review completion, is restored to duty following the review, HHG transportation is authorized to the new PDS from the location transported when the member was placed on appellate leave.

**5300 ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR**

A. General

1. This par. applies when:

- a. A member is ordered to an accompanied tour PDS but later changed to a dependent-restricted tour PDS, or
- b. There is a change in the duty designation from sea duty to unusually arduous sea duty.

2. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

B. Change Imposed before HHG Are Turned over to a TO. When the change is imposed before HHG are turned over to a TO, the authority is determined under par. 5296.

C. Change Imposed after HHG Are Turned over to a TO

1. When the change is imposed after HHG are turned over to a TO, the TO, must divert or re-consign HHG to:

- a. NTS,
- b. A CONUS designated place, or
- c. A non-foreign OCONUS designated place if authorized/approved through the Secretarial Process.

2. Some HHG may be placed/retained in NTS, and the remainder transported to the designated place.

D. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the PDS, the member may elect:

1. NTS and/or HHG transportation to a CONUS designated place, or
2. Transportation to a designated place in a non-foreign OCONUS area, if authorized/approved through the Secretarial Process.

E. Subsequent Authority

1. The member may elect NTS or HHG transportation from the place HHG were shipped under par. 5318-C, or from NTS, to the PDS if the PDS is:

- a. Later changed from a dependent-restricted PDS to an accompanied PDS, or
- b. Reclassified from unusually arduous sea duty to regular sea duty,

2. At least 12 months must remain on the OCONUS tour/sea duty tour following the date the HHG are scheduled to arrive at the PDS.

3. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

4. The member may elect to keep the HHG at the location they were transported under par. 5300-B or 5300-C until a later PCS at which time that location is the authorized origin of the later shipment to a duty station or NTS.

### **5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE**

#### A. General

1. A member assigned to a certain unit is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. 5296-C ([45 Comp. Gen. 208 \(1965\)](#)).
2. This applies to a member whose unit has been officially alerted for movement to an OCONUS dependent-restricted PDS (within 90 days after the alert notice).
3. This also applies to a member who is transferred/assigned to the unit after it has been alerted.

B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement. When HHG have been transported/stored under par. 5302-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location/storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

### **5304 CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY**

The personal effects of a cadet/midshipman who dies while enrolled in a Service academy may be transported at Gov't expense to the home of the person legally authorized to receive the effects.

### **5306 MEMBER REDUCED IN GRADE**

A. Authorization. A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or
2. When ordered to that PDS,

whichever is greater.

B. NTS. NTS authority continues under par. 5212 without regard to the reduction in grade until the member's next PCS order effective date.

C. Former Grade. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite par. 5306 as authority and state the weight allowance prescribed for the member's former grade.

D. Origin and Destination. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

### 5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. Authorization. A member on a tour of less than the prescribed PDS tour length, who used the HHG transportation authority when assigned to that PDS, is authorized HHG transportation from the place the HHG are located to that PDS.

B. Authority Limit

1. *The authority limit is up to the cost from the old to the current PDS.*
2. Authority under par. 5308 is limited to the situation in which a member's tour is extended due to:
  - a. Unusual circumstances and needs of the Service, or
  - b. Failure to transport all HHG to the PDS initially because of the anticipated short assignment time to that station ([B-208861, 10 November 1982](#)).

### 5310 HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)

A. Transportation Allowance. A member, with dependent(s) stationed in CONUS who is sentenced by a court-martial to:

1. Confinement for more than 30 days,
2. Receive a dishonorable/bad-conduct discharge, or
3. Dismissal from a Uniformed Service, or,
4. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. 5148.

B. Transportation Authority. HHG transportation is authorized by a Service-designated authority who determines:

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

C. Transportation Requests. HHG transportation may be requested by:

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

D. HHG Destination

1. The HHG destination must be a designated place.
2. Foreign born dependents may have HHG transported to a destination in their native country.

E. Transportation Reimbursement. HHG transportation reimbursement may be paid to the:

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

F. Transportation Time Limit. Except when the Secretarial Process authorizes/approves additional time (see par. 5000-B6), HHG must be turned over to a TO/transportation carrier within 180 days from the date:

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

G. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

1. Caused by moving out of Gov't/Gov't-controlled quarters or privatized housing, or
2. As an alternative to shipment when dependents are returned from OCONUS (see par. 5102-B8).

### **5312 HHG TRANSPORTATION INCIDENT TO IPCOT**

A. General. *An IPCOT is not an extension; it is another full tour.*

B. Tours of Duty. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied-to-Accompanied Tour

- a. HHG may be transported from a designated place to the current PDS the IPCOT is to be served if dependents are command-sponsored at the current PDS the IPCOT is to be served.
- b. A member who acquires dependents after the PCS order effective date, but before entering an IPCOT, is authorized HHG transportation to the PDS the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.
- c. HHG acquired after a PCS order effective date but before starting the IPCOT may be shipped using par. 5312 as authority.
- d. The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.
- e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour

- a. Par. 5114-D applies.
- b. A member who acquires dependents after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation.
- c. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

- d. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.
- e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

3. Accompanied-to-Accompanied Tour

- a. A member who acquires a dependent after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation, in this case, is from the location of HHG to the current PDS at which the IPCOT is to be served.
- b. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.
- c. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.
- d. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

**5314 CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT**

\*The Secretarial Process may authorize/ approve consumable goods transportation for a tour extension/IPCOT at a PDS in an area listed in App F. See par. 5274-A4 for alternate shipping origin

**5316 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

***NOTE:*** See par. 5152 for related dependent transportation.

A. General

- 1. This par. prescribes HHG transportation authority of an active duty member:
  - a. Officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status ([37 USC §54](#)), and
  - b. Who dies while entitled to basic pay ([37 USC §406\(f\)](#)).
- 2. For a member who dies after retirement or release from active duty, see par. 5318-K.

B. Limitations

- 1. Destination. HHG transportation may be authorized/approved under this par. only if a reasonable relationship exists between the applicant's circumstances and the requested transportation destination.
- 2. Weight
  - a. ***HHG weight limitations in par. 5200 do not apply.***
  - b. The HHG weight of a member of the Defense Services is subject to the 18,000 lbs. (net) weight limitation imposed by [37 USC §406\(b\)\(1\)\(D\)](#).

3. Time

a. HHG transportation authority under this par. terminates if HHG are not turned over to a TO/carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay.

b. If HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (par. 5000-B6).

c. If the decedent's estate becomes the subject of litigation during the authorized time limit, HHG may be transported within 1 year from the final court decree date.

d. Effective for deaths occurring on or after 6 January 2006 the following apply:

(1) A active duty member entitled to basic pay dies on/after 6 January 2006 – the Secretary Concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.

(2) A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's retirement date (when the member first accrued the right to select a home) to choose a "home of selection."

(3) Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.  
Member died 10 January 2006 -- Family had until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.  
Member died 3 January 2006 -- Family had until 30 June 2006 to choose a HOS move.

Member on active duty died on 3 January 2006 -- Family had 1 year to make a HOS.  
Member on active duty dies on 10 January 2006 -- Family had until 9 January 2009 to choose a HOS.

C. When Authorized

1. General

a. When official notice is received that the member is dead, injured/ill and the anticipated period of hospitalization/treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or absent for a period of more than 29 days in a missing status, HHG transportation is authorized to:

(1) A member's HOR,

(2) The dependents' residence (including the member's spouse in the case of a member-married-to-member couple),

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

b. Subject to par. 5316-B, special routing and services are authorized under par. 5206-K when desired by the:

- (1) Member (if injured/ill),
- (2) Member's dependents,
- (3) Next of kin, or
- (4) Other person authorized to receive custody of the HHG.

c. When dependents reside OCONUS at the time the member on permanent duty OCONUS dies, OCONUS:

- (1) HHG may be transported to NTS under par. 5212, and/or
- (2) A part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the authority for a final HHG move.

d. Within the time limit established in par. 5316-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. 5316-B1.

e. If the dependents take physical possession of the HHG at the interim location, they must agree to be financially responsible for all costs in excess of the transportation cost of the 18,000 lbs. maximum HHG weight allowance in one lot from the OCONUS origin to the final destination via that interim location.

f. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination.

g. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Gov't expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

## 2. Additional Moves

a. Change in Status. HHG transported under par. 5316-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. 5316-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year

- (1) HHG transported under par. 5316-C1 may again be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move.
- (2) If a mobile home was previously moved under par. 5414-A, HHG may be transported under par. 5316-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. 5316-A is:

- a. Not known, or
- b. Subject to litigation or,
- c. Known, but the person has not been located and notified to take custody of the HHG,

the HHG may be stored or continued in storage until a proper disposition can be made.

2. SIT

a. SIT of HHG turned over for transportation within the time limits in par. 5316-B may be authorized/ approved under par. 5236.

b. *SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.*

3. NTS

a. Upon Death. Upon dependent request, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. 5232-D17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. 5232-D18.

c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. 5232-D19.

E. Missing Status Termination

1. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Gov't expense for the time limit in par. 5232-D20.

2. When the member is not returned to active duty, the transportation authority of HHG placed in NTS under par. 5316-D3b is determined under pars. 5320, 5318 or provisions in par. 5316 which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member

1. If an active duty member is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. 5316-C.

2. The 1-year time limit and the requirement for additional time in par. 5316-B2 do not apply.

3. HHG transportation is in lieu of any other transportation authorized in par. 5316-C.

4. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse.

5. See par. 5316-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. 5316.

**5318 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

See pars. 5068 and 5140 for related member/dependent transportation.

A. HOS Authorized

1. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. 5206), from storage, or any combination thereof, to the member's HOS (under par. 5068) when the member is:

- a. Retired for physical disability or placed on the TDRL (without regard to length of service);
- b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days ([B-160488, 14 February 1967](#));
- c. Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- d. Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

2. Except for a member undergoing hospitalization, medical treatment, education/training, or in other deserving cases (pars. 5318-D, 5318-E, and 5318-F), HHG must be turned over for transportation within 1 year following active duty termination.

3. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost savings ([54 Comp. Gen. 1042 \(1975\)](#)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. 5320 when the member:

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

C. Storage

1. General. A member/dependent, authorized HHG transportation under par. 5318-A or 5318-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. 5318-D and 5318-H.

2. One-Year Period Extended because of Hospitalization/Medical Treatment. A member undergoing hospitalization/medical treatment on date of active duty termination, or for any period of time during the 1-year period following such date, is authorized NTS under par. 5318-D. Also see par. 5000-B6.

3. SIT

a. SIT of a shipment from NTS under par. 5318-A or 5318-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

- (1) Necessary because of conditions beyond the control of the member, or dependent (if applicable);
- (2) Such conditions arise after transportation from NTS; and
- (3) Authorized/approved IAW Service regulations.

b. Any portion of a member's HHG not placed in NTS may be placed in SIT under par. 5236 as part of HHG transportation under par. 5318-A or 5318-K.

D. Member Undergoing Hospitalization/Medical Treatment

1. On Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. 5318-A) and storage is authorized (par. 5318-C).

b. Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. During 1-Year Period after Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization/treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. 5000-B6).

b. The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization/treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further time limit extension for NTS is not authorized.***

E. Member Undergoing Education/Training

1. General. A member authorized HHG transportation under par. 5318-A who:

- a. On the active service termination date is undergoing education/training to qualify for acceptable civilian employment, or
- b. Begins such education/training during the 1-year period following active service termination, or during the longer period authorized/approved under par. 5318-D (if applicable),

is authorized HHG transportation until 1 year after the education/training is completed, or 2 years after the active duty termination date, whichever is earlier. There is no authority to extend NTS beyond the 1 year from active duty termination date, except IAW pars. 5318-D and 5318-H.

2. Further Time Limit Extension for HHG Transportation. A further time limit extension for HHG transportation, may be authorized/approved through the Secretarial Process (par. 5000-B6).

F. Other Deserving Cases

1. An extension of the 1-year time limit in par. 5318-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit.

2. A time limit extension may also be authorized/approved through the Secretarial Process, if in the Service's best interest, or to the member's benefit and not more costly/adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. 5318-D and 5318-E.

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

4. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process ([B-126158, 21 April 1976](#)).

5. Extensions do not extend the Gov't's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. 5318-D.

6. The delayed HHG transportation under par. 5318-F must be incident to the member's separation from the Service ([B-207157, 2 February 1983](#)).

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

G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home

1. A member authorized HHG transportation under par. 5318-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies for this short distance move.

3. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home

1. A member, eligible to select a home under par. 5318-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. 5318-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage.
2. If the member is ordered on:
  - a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,
  - b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.
3. If the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. 5318-C) and HHG transportation (par. 5318-A) to a HOS.
4. The HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status).
5. If the member dies after reversion to retired status, par. 5318-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS/PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay/retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

1. Is not authorized HHG transportation ICW such discharge/retirement; but
2. May be eligible for HHG transportation to:
  - a. HOS (par. 5318-A),
  - b. Storage (par. 5318-C), or
  - c. Extensions (par. 5000-B6)

granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. 5318-D, 5320-E, and 5318-F).

K. Member Dies after Retirement/Release

1. After Selecting a Home

- a. If a member, authorized HHG transportation to a HOS under par. 5318-A, dies after selecting a home under par. 5068, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each.
- b. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS.

d. Par. 5318 also applies when the member completed travel to the HOS.

## 2. Before Selecting a Home

a. If a:

(1) Member, authorized HHG transportation to a HOS under par. 5318-A, dies before selecting a home under par. 5068, or

(2) Home has been selected before HHG transport and the member's travel to the HOS,

the HHG may be transported at Gov't expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. 5068-A, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits for a member in par. 5318 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

## L. Member Ordered Home to Await Disability Retirement

1. A member:

a. Found by a physical evaluation board unfit to perform the duties of their grade, and

b. Who is ordered home/to a specific location to await another order ICW disability retirement (for the Gov't's convenience) is authorized HHG transportation to the home/specific location.

2. Shipments transported under par. 5318-L may be re-transported when a retirement/other order is ultimately issued.

3. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point ([32 Comp. Gen. 348 \(1953\)](#)).

## **5320 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

**NOTE:** See pars. 5066 and 5138 for related member/dependent transportation.

### A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under par. 5066, is authorized HHG transportation to the location the member elects, from the following:

a. The last or any previous PDS,

- b. A designated place, or
  - c. An authorized place of storage.
2. The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation of the member's maximum PCS HHG weight allowance from the authorized origin to the place the member elects under par. 5066. Also see par. 5206-I.
  3. If, under par. 5206-I, the member elects HHG transportation to other than the place selected IAW par. 5066, excess costs are computed on the basis of the cost that would have been incurred by the Gov't for transportation of the member's maximum PCS HHG weight allowance in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Gov't, to that place.
  4. The following are exceptions to the general rule in par. 5320-A1:
    - a. Separated from the Service or relieved from active duty to continue in the Service (par. 5320-C);
    - b. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. 5320-D);
    - c. In an RC and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. 5320-E);
    - d. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. 5320-I); (For a member stationed in CONUS who has dependents, see par. 5310; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, see par. 5298-B.); or
    - e. Separated under conditions in par. 5318-A.

**B. Storage**

1. NTS. A member who is authorized HHG transportation under par. 5320-A, 5320-F or 5320-H is authorized NTS. The authority begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. 5320-G.
2. SIT
  - a. SIT of HHG transported from NTS under pars. 5320-A, 5320-F or 5320-H is authorized only when:
    - (1) Necessary because of conditions beyond the member's control;
    - (2) Such conditions arise after HHG transportation from NTS; and
    - (3) Authorized/approved IAW Service regulations.
  - b. Any HHG not placed in NTS may be placed in SIT under par. 5236 ICW transportation under par. 5320-A, 5320-F or 5320-H.

**C. Separation or Relief from Active Duty to Continue in the Service**. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is authorized HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

**D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service**. A member, separated/relieved from active duty due to enlistment expiration or prescribed term of service and who, on

the following day, reenters the Service at the station at which separated/relieved with no change of PDS, is not authorized HHG transportation or NTS.

E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training

1. An RC member who is ordered to:
  - a. Initial active duty for training for less than 6 months;
  - b. Active duty (including active duty for training) for less than 20 weeks; or
  - c. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty.

2. An RC member under par. E is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty from the:

- a. Member's last duty station, or
- b. Place to which such HHG were last transported at Gov't expense, to the:
  - (1) HOR, or
  - (2) PLEAD or active duty for training.

3. NTS is not authorized.

F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty

1. A member authorized HHG transportation under par. 5320-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.
2. The member's PCS weight allowance applies to this short distance move.
3. HHG transportation is authorized, within the time limit in par. 5320-G and the member's weight allowance, from the local temporary residence to the member-elected place under par. 5066.

G. Time Limit

1. Authority for HHG transportation terminates on the 181st day following separation from the Service/relief from active duty, unless a written application for HHG transportation is turned in to a TO/designated representative before the expiration of the 180th day.
2. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission.
3. The TO/designated representative determines "practicability" based on the facts and circumstances in each case.

4. In hardship cases, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process.
5. A time limit extension for transportation does not extend the Gov't's obligation for storage costs for longer than the period authorized/approved under par. 5320-B (for NTS) or par. 5238 (for SIT).
6. Following the NTS expiration, the HHG must be transported as soon as possible to the final destination.

H. Member Ordered Home to Await the Results of Disability Proceedings

1. A member, who is:
  - a. Found by a physical evaluation board unfit to perform the duties of the member's grade, and
  - b. Not authorized a HOS move under par. 5068, but
  - c. ordered home/to a specific location to await the disability proceedings results, for the GOVT's convenience

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results.

2. Authority for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par.5320.
3. The authority, upon final results of physical disability proceedings, is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation/relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions

1. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS.
2. For a member stationed in CONUS who has a dependent, see par. 5310.
3. For a member stationed OCONUS, see par. 5298-B.

J. Enlisted Member Ordered to a College

1. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:
  - a. The last or any previous PDS,
  - b. A designated place, or
  - c. An authorized place of storage.
2. Transportation may be between other places.
3. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations.

4. The member is authorized storage as in par. 5320-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

1. A member, authorized HHG transportation under par. 5320-A, who is recalled to active duty after separation from the Service/relief from active duty, and who has HHG in NTS under par. 5320-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service/relieved from active duty provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service/relieved from active duty under honorable conditions, the member is authorized NTS under par. 5320-B and HHG transportation (par. 5320-A) to a location the member elects under par. 5066.

4. The HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated/released from active duty, following the recall to active duty.

**5321 HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY**

See par. 5153.

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## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **EMPLOYEES ONLY**

#### SECTION 1: GENERAL

##### 5500 SCOPE

A. General ([FTR §302-1.1](#)). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Gov't's interest from one PDS to another without a break in service (see App A1 definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from Gov't service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under [39 USC §1006](#) to a DoD Component ([FTR §302-1.2\(a\)\(2\)](#) & [5 USC §5734](#)). For a DoD employee transferring to the U.S. Postal Service, see par. 5560.

B. Two or More Family Members Employed ([FTR §302-3.200](#))

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Gov't's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
  - a. Each as an Employee Separately. Each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
  - b. Only One as an Employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.
2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. 5500-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures

- a. An election under par. 5500-B1 must be in writing and signed by all affected employees.
- b. When employees elect separate benefits under par. 5500-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Member

1. An employee is authorized PCS allowances when transferred in the Gov't's interest, even if the employee's member spouse is also transferred at the same time to the same place.
2. *The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*
3. For duplicate payments, see pars. 5818-E10 and 5780.

D. Travel Order Issuance. See App I for travel order issuance.

**5502 ELIGIBILITY**

A. PCS Travel in the Gov't's Interest

1. General

- a. Travel and transportation allowances are payable when it is in the Gov't's interest to fill a position by moving an employee from one PDS to another.
- b. PCS movement authority extends between Gov't agencies.
- c. There must be no break in Gov't service when making the PCS unless the employee was separated from Gov't service because of RIF/transfer of function.

2. DoD Component Responsibility

- a. It is each DoD Component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds.
- b. An activity may determine that well qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered.
- c. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program ([61 Comp. Gen. 156 \(1981\)](#)).

B. PCS Allowance Eligibility

1. When a PCS is authorized IAW App I1, par. A, PCS allowances must be paid (par. 5520) to an employee transferred from one PDS to another if the transfer is in the Gov't's interest.

2. Guidelines for making a determination of “Gov’t’s interest” are:
  - a. Management Directed. If a DoD Component recruits/requests an employee to transfer. This is limited to:
    - (1) RIF,
    - (2) Transfer of function,
    - (3) DoD Component career development program,
    - (4) DoD Component directed placement), or
    - (5) The transfer is in the Gov’t’s interest.
  - b. PCS Moves Not in the Gov’t’s Interest
    - (1) If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee’s convenience and benefit.
    - (2) The gaining activity must formally advise the employee, at the time an offer is extended, that the transfer is in the employee’s interest, not in the Gov’t’s interest, and that the Gov’t does not pay the PCS expenses.
  - c. PCS Allowances Payment/Nonpayment Notification
    - (1) PCS Allowances Determination
      - (a) When a DoD Component recruits for a vacancy, the appropriate official should determine, prior to advertising the vacancy, whether or not it is in the Gov’t’s interest to pay PCS allowances.
      - (b) This information should be provided during the advertisement period.
      - (c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.
    - (2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***
    - (3) Payment/Nonpayment Determination,
      - (a) If a decision is made to not pay PCS allowances, the reason for this decision must be documented, in writing, by the appropriate official.
      - (b) All applicants selected for interview must be notified, in writing, of the organization's decision to pay or not pay PCS allowances.
      - (c) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- (1) Or re-employed former employee affected by RIF/transfer of functions (par. 5560),
- (2) ICW a DoD Component directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

***NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has been furnished PCS allowances.***

b. AO Certification. A transfer within the DoD, at Gov't expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

- (1) The proposed transfer is in the Gov't's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

**5504 ELIGIBILITY AND ALLOWANCE TABLES**

A. Table 1:- Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does **not** include eligibility for:
  - a. Emergency evacuation, or
  - b. A former employee separated by RIF or function transfer and restored to duty, and
3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the Gov't's interest.

B. Tables 2 -11: Allowances

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.
2. FTR refers to the Federal Travel Regulation.
3. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees.

4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table:

<b>TABLE 1 ELIGIBILITY TABLE</b>										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>Note 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between OCONUS PDSs <u>NOTES 1 &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

**Footnotes:**

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 4955 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).

4 -- Advance allowed if not shipped via a Gov't-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

6 -- RESERVED.

7 -- The Gov't must arrange the NTS.

8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 1260.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

<b>TABLE 2</b> <b>NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS</b>	
<b>Column 1</b> Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>	<b>Column 2</b> Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (par. 5558) ( <a href="#">FTR, Part 302-4</a> ).  2. Per diem for employee only (par. 5592) ( <a href="#">FTR, Part 302-4</a> ).  3. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).  4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (Ch 5 Part D) ( <a href="#">FTR, Part 302-8</a> ).  5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, §302-10.2</a> ) <sup>2</sup> .	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ) <sup>3</sup> .

**Footnotes**

1 -- A DoD Component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD Component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in the JTR. Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

2 -- Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

3 -- POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

<b>TABLE 3 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS</b>	
<u><b>Column 1</b></u>	<u><b>Column 2</b></u>
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) Ch 5 Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. Per diem employee only (par. 5592) ( <a href="#">FTR, Part 302-4</a> ). 3. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 4. NTS (extended storage) of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-8</a> ). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS ( <a href="#">DSSR, Sec. 241.2</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR ( <a href="#">Gov't Civilians - Foreign Areas, Sec. 120</a> ). 3. FTA (Subsistence Expense), ( <a href="#">DSSR Sec. 242.3</a> ) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

**Footnote 1**

- a. TQSE in Ch 5, Part B is *not* authorized for new appointee movement to the first PDS.
- b. The MEA in Ch 5, Part B is *not* authorized for a new appointee to the first PDS.
- c. Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (Ch 5, Part B) ([FTR, Part 302-12](#)).
- d. The RIT allowance is *not* authorized for a new appointee assigned to first PDS (Ch 5, Part B) ([FTR, Part 302-17](#)).

F. Table 4: Transfer between Official Stations in the CONUS

<b>TABLE 4</b>	
<b>TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS</b>	
<b>Column 1</b>	<b>Column 2</b>
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>	Relocation allowances that a DoD Component has discretionary authority to pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. MEA when moving a household (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ). 3. Sell & buy residence transactions or lease termination expenses (Ch 5, Part B) ( <a href="#">FTR, Part 302-11</a> ). 4. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 5. NTS (extended storage) of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-8</a> ). <sup>1</sup> 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, Part 302-10</a> ). 7. RIT Allowance (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ).	1. HHT - per diem, & transportation, employee & spouse only (Ch 5, Part B) ( <a href="#">FTR, Part 302-5</a> ). 2. TQSE (Ch 5, Part B) ( <a href="#">FTR, Part 302-6</a> ). 3. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 4. Relocation service company use (Ch 5, Part B) ( <a href="#">FTR, Part 302-12</a> ). 5. Property management service use (Ch 5, Part B) ( <a href="#">FTR, Part 302-15</a> ). 6. Home marketing incentive (Ch 5, Part B) ( <a href="#">FTR, Part 302-14</a> ).

**Footnote 1.** Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

<b>TABLE 5 TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS</b>	
<b>Column 1</b>	<b>Column 2</b>
Relocation allowances that a DoD Component must pay or reimburse <i>when the DoD Component authorizes PCS allowances.</i>	Relocation allowances that a DoD Component has discretionary authority to pay or not pay <i>when the DoD Component authorizes PCS allowances.</i>
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. MEA when moving a household (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ). 3. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 4. NTS (extended storage) of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-8</a> ). 5. RIT Allowance (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ) <sup>1</sup> ..	1. TQSE under Ch 5, Part B may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The FTA, Pre-Departure Subsistence Expense Portion ( <a href="#">DSSR, Sec. 242.3</a> ) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area. 3. TQSA ( <a href="#">DSSR, Sec. 120</a> ) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 5. Property management service may be authorized for an employee who qualifies under Ch 5, Part B ( <a href="#">FTR, Part 302-15</a> ). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) ( <a href="#">FTR, Part 302-12</a> ). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) ( <a href="#">FTR, Part 302-14</a> ).

**Footnote 1.** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

<b>TABLE 6</b>	
<b>TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS</b>	
<b>Column 1</b>	<b>Column 2</b>
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (Ch 5, Part B) (<a href="#">FTR, Part 302-4</a>).</li> <li>2. MEA when moving a household (Ch 5, Part B) (<a href="#">FTR, Part 302-16</a>).</li> <li>3. Sell &amp; buy residence transaction expenses or lease termination expenses (Ch 5, Part B) (<a href="#">FTR, Part 302-11</a>)<sup>1</sup>.</li> <li>4. Transportation including SIT of HHG (Ch 5, Part B) (<a href="#">FTR, Part 302-7</a>).</li> <li>5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) (<a href="#">FTR, Part 302-8</a>).</li> <li>6. RIT Allowance (Ch 5, Part B) (<a href="#">FTR, Part 302-17</a>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (Ch 5, Part B) (<a href="#">FTR, Part 302-9</a>).</li> <li>2. TQSE (Ch 5, Part B) (<a href="#">FTR, Part 302-6</a>) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under <a href="#">DSSR Sec. 120</a> may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.<sup>1</sup></li> </ol>

**Footnote 1.** Allowed when:

- a. The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.
- b. When instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Gov't's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

I. Table 7: Transfer between OCONUS Official Stations

<b>TABLE 7 TRANSFER BETWEEN OCONUS OFFICIAL STATIONS</b>	
<b>Column 1</b>	<b>Column 2</b>
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 3. MEA (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ). 4. NTS (extended storage) of HHG (par. 5312) ( <a href="#">FTR, Part 302-8</a> ). 5. RIT (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 2. Property management services (Ch 5, Part B) ( <a href="#">FTR, Part 302-15</a> ). 3. TQSE if new PDS is in the U.S. (Ch 5, Part B) ( <a href="#">FTR, Part 302-6</a> ) <sup>1</sup> .

Footnote 1. TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

<b>TABLE 8 RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION</b>	
<b>Column 1</b>	<b>Column 2</b>
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. Per diem for employee only (par. 5108) ( <a href="#">FTR, Part 302-4</a> ). 3. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ).

K. Table 9: Last Move Home for SES Career Appointees upon Separation

<b>TABLE 9</b> <b>LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION</b> <b>(par. 5110) (FTR, §302-3.304)</b>	
<b>Column 1</b>	<b>Column 2</b>
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ).  2. Per diem for the employee only (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ).  3. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).  4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, Part 302-10</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ).

L. Table 10: Temporary Change of Station (TCS)

<b>TABLE 10</b> <b>TEMPORARY CHANGE OF STATION (TCS)</b> <b>(Ch 5, Part B) (FTR, §302-3.400)</b>	
<b>Column 1</b>	<b>Column 2</b>
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ).  2. MEA (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ).  3. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).  4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, Part 302-10</a> ).  5. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ).  6. RIT Allowance (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ).	1. HHT expenses (Ch 5, Part B) ( <a href="#">FTR, Part 302-5</a> ).  2. TQSE (Ch 5, Part B) ( <a href="#">FTR, Part 302-6</a> ).  3. Property management services (Ch 5, Part B) ( <a href="#">FTR, Part 302-15</a> ).

M. Table 11: Assignment under the Gov't Employees Training Act

<b>TABLE 11</b> <b>ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT</b> <b>(5 USC §4109)<sup>1</sup> (par. 4955)</b>
1. Transportation of employee & immediate family member(s) (Ch 4, Part K) ( <a href="#">FTR, Part 302-4</a> ).
2. Per diem for the employee (Ch 4, Part K) ( <a href="#">FTR, Part 302-4</a> ).
3. Movement of HHG & SIT (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).

**Footnote 1.** The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

**5506 PCS ORDER** ([FTR §302-2.102](#), [§302-2.103](#), [§302- 2.104](#))

When Gov't-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to reporting to the first/new official station.
2. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD Component regulations (par. 5578-A),
3. An appointee/employee should not incur PCS expenses until the written order has been received,
4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.
5. See par. 5558 for procedural requirements applicable to new appointees.

**5508 FUNDS ADVANCE**

A. HHG Transportation and SIT Using the Commuted Rate Method ([FTR §302-7.105/106](#))

1. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.
2. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:
  - a. Origin and destination;
  - b. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD Component concerned; and
  - c. Anticipated SIT period (NTE 90 days) at Gov't expense.

B. HHG Non-Temporary Storage (NTS) ([FTR §302-8.4](#)). An advance *is not authorized* for HHG NTS.

C. Temporary Quarters Subsistence Expenses (TQSE) (FTR §302-6.15)

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.
2. The DoD Component may subsequently pay additional travel advances for periods up to 30 days.
3. The maximum TQSE period is:
  - a. 120 days for TQSE(AE), and
  - b. 30 days for TQSE(LS).

D. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). An advance *is not paid* for expenses incurred ICW residence transactions.

E. POV Transportation and Emergency Storage (FTR §302-9.11). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

**5510 PCS COUNSELING**

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of 1 August 2011 or later.

B. PDT Counseling. Each DoD Component must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. Should be offered as early as possible during the PCS process;
2. May be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. Assists an employee in making more informed decisions;
4. Allows an employee to play a more active role in the PCS;
5. Educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. May be provided by the DoD Component or contractors.

**5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE**

A. General. The permanent duty reassignment/transfer of any employee from one PDS/DoD Component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare.

B. Short Distance Moves. See par. 5678.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.
2. A reasonable advance notice period should not be less than 30 days except when:
  - a. The employee and both the losing/gaining agencies agree on a shorter period;

- b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
- c. There are emergency circumstances.

#### 5514 PCS REIMBURSEMENT PROVISIONS

A. General. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

- 1. Successive changes to these regulations governing PCS allowances, and
- 2. The extended period of time that an employee retains eligibility for certain allowances. See par. 5518.

B. Effective Date. The regulations in effect on the appointee's/employee's appointment/transfer effective date (App A1) apply for payment/reimbursement purposes.

#### 5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

- 1. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave.
- 2. A new appointee is in a duty status while traveling to the first PDS.
- 3. For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#), Permanent Change of Duty Station (PCS).
- 4. See App A1 for definitions of Different (or Separate) Departments and Agencies, DoD Component, Foreign OCONUS Area/Country, and OCONUS.

B. Movement between Different Departments and Agencies or DoD Components ([FTR §302-2.105](#))

- 1. Application. This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.
- 2. General. Except as in pars. 5516-B3 and 5516-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5502.
- 3. Reduction in Force (RIF)/Transfer of Functions ([FTR §302-2.105](#))
  - a. Transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity.
  - b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.
  - c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.
- 4. Movement under the DoD Priority Placement Program (PPP)
  - a. PCS costs for movement under the PPP to a different DoD Component, due to a RIF/transfer of function, are funded IAW par. 5516-B3.

- b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.
- c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General

- a. Except as in pars. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.
- b. When the gaining activity elects to pay movement costs, see par. 5520 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

\*a. When an employee transfers from an OCONUS to a CONUS PDS activity, the losing activity must pay employee and dependent transportation allowances IAW par. 5573-B1.

\*b. Transportation allowances include per diem and HHG/POV transportation to the employee's:

- (1) Actual residence, or
- (2) CONUS activity, NTE the cost to the employee's actual residence.

c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs, including per diem and transportation of:

- (1) HHG/POV to the new PDS,
- (2) MEA, and
- (3) Real estate allowances (if the employee is eligible),

d. At the gaining activity's discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:

- (1) Employee who completes the prescribed tour of duty under the current service agreement;
- (2) Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD Component;
- (3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and
- (4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5516-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD Component.
6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay transfer costs when an employee fails to satisfactorily complete a probationary period.
7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)
  - a. Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.
  - b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.
2. Separation before Travel Begins. When an employee:
  - a. Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.
  - b. Under the same conditions above expects to continue in Gov't service in a different department/agency in the actual residence locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).
3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
  - a. When an employee under an agreement:
    - (1) Returns to the actual residence/allowable alternate destination in the U.S. for separation, and
    - (2) After arrival at the destination is employed by another DoD Component without a break in service,The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.
  - b. For the conditions and limitations regarding payment by the gaining DoD Component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. 5572-F ([46 Comp. Gen. 628 \(1967\)](#); [47 id 763 \(1968\)](#); [B-163113, 27 June 1968](#); [B-163364, 27 June 1968](#)).
4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is/becomes eligible for separation travel and transportation allowances.

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**5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION** ([FTR §302-2.110](#))

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.
2. The employee may request a travel and transportation allowance extension.
3. The DoD Component may grant the extension if in the Gov't's interest, IAW par. 5518-C.
4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov't's interest, by an employee:
  - a. Married to an employee, or
  - b. Married to a member, or
  - c. Whose domestic partner is an employee/member

when each is traveling under a separate order between PDSs,

2. See pars. 1030 and 2000 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the employee's transfer/appointment effective date, except that the 1 year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to or from an OCONUS PDS; and
3. Is extended (when in the Gov't's interest by the DoD Component) for up to an additional 1 year when the original 1 year time limitation for residence transaction completion is extended under par. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee's transfer effective date.

D. Restrictions

1. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD Component as being in the Gov't's interest.
2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):
  - a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and
  - b. Residence construction/ renovation delays at the new PDS.

## 5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. 5156),
2. Per diem for the employee and dependents (par. 5592-F for travel by ship),
3. HHG shipment, including SIT,
4. HHG NTS (NTS is *not authorized for CONUS to CONUS transfers* unless it is to a *designated isolated CONUS PDS*),,
5. Reimbursable expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

B. Allowance Restrictions. PCS allowances in par. 5520-A:

1. Are not subject to negotiation between the employing activity and the employee.
2. May not be reduced/changed by the employing activity ([55 Comp. Gen. 613 \(1976\)](#)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part B), and/or
2. POV shipment (Ch 5, Part B).

## 5522 PCS MOVEMENTS ([FTR Part 302-3](#))

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement ([GSBCA 16494-Relo, 4 November 2004](#)).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **EMPLOYEES ONLY**

#### SECTION 12: HHT

##### 5860 GENERAL ([FTR §302-5.1](#))

A HHT:

1. Is discretionary. *The AO, not the employee, determines if a HHT is necessary.*
2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse.
5. May be performed separately by an employee/spouse to the new PDS at Gov't expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations.
6. Is *not* authorized for a domestic partner, as a domestic partner is not a spouse ([1 USC §7](#)).
7. May be authorized for an attendant/escort when Ch 7, Part D or App E1, par. A21 apply ([59 Comp. Gen. 461 \(1980\)](#)).

If the HHT is allowed, it should lower the Gov't's relocation costs by reducing the time in temporary lodging.

##### 5862 ELIGIBLE EMPLOYEE ([FTR §302-5.3](#))

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);
3. Gov't/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. 2650).

##### 5864 INDIVIDUALS NOT ELIGIBLE FOR A HHT ([FTR §302-5.4](#))

A HHT may not be provided for a/an:

1. New appointee/new appointee's spouse if par. 5558 applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. 4955 instead of per diem/AEA while at the training location; or
3. Employee's children, [GSBCA 16907-RELO, 14 August 2006](#).

**5866 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE** ([FTR §302-5.9](#))

A. General. Separate HHT round trips by the employee and spouse are allowed; however, the Gov't's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

B. Cost Comparison. The Gov't's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (App G).

C. Duration

1. The HHT trip duration including travel time is limited to 10 days.
2. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. 5878).

D. AEA. AEA is not authorized for HHT (par. 5884-B).

E. Lump Sum Payment. HHT (lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. 5884-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

F. Example. If the Gov't's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is \$800; and the employee/spouse each performed a separate round trip HHT for a combined total of \$1,200 – the Gov't's overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is the employee's personal financial responsibility

**5868 WHEN A HHT MAY BEGIN** ([FTR §302-5.10](#))

A HHT may begin after the:

1. Employee signs a service agreement;
2. DoD Component establishes, and informs the employee of, the reporting date to the new PDS, and
3. After the travel order has been issued ([CBCA 3612-RELO, 13 March 2014](#)).

**5870 WHEN A HHT MUST BE COMPLETED** ([FTR §302-5.12](#))

Round trip house hunting travel must be completed by the:

1. Employee one day before the employee reports to the new PDS, and
2. Spouse:
  - a. One day before the family begins relocation to the new PDS, or
  - b. The expiration of the maximum time for completing allowable travel and transportation (see par. 5518).

**5872 HHT AUTHORIZATION** ([FTR §302-5.5](#))

- A. General. After considering par. 5874-A, an AO/AO designee may authorize a HHT.
- B. Determination. The AO/AO's designee must determine:
1. If a HHT is necessary;
  2. Whether subsistence reimbursement is per diem under the Lodging Plus method (par. 5884-B1) or a lump sum (par. 5884-B2);
  3. The appropriate HHT duration (NTE the maximum IAW par. 5878);
  4. The authorized transportation mode(s) for:
    - a. The HHT to/from the new PDS location; and
    - b. Local travel while house-hunting at the new PDS location.

**5874 CONSIDERATIONS**

- A. General
1. The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.
  2. An AO/AO designee must consider pars. 5874-B through 5874-F before authorizing a HHT.
- B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Gov't, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.
- C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations, until the employee finds a permanent residence.
- D. Avoiding an Advance Trip. If TQSE is authorized, a HHT may possibly be avoided. It might be more advantageous to the Gov't and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.
- E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.
- F. Housing Information Assistance. It might be possible for the DoD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

**5878 TRIP DURATION** ([FTR §302-5.11-12](#))

A. General. A HHT should be for a reasonable time period considering the:

1. Distance between the old and new PDSs,
2. Transportation mode, and
3. Housing situation at the new PDS.

B. Time Limitation. A funded HHT, including travel time, is NTE 10 calendar days.

**5880 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY** ([FTR §302-5.14](#))

*Effective date of transfer of 1 August 2011 or later.*

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.
2. When the new PDS is less than 250 miles, POC transportation is to the Gov't's advantage. However, a traveler cannot be required to use a POC so the AO may authorize another transportation mode.
3. When the distance to the new PDS is 250 or more miles, common carrier is to the Gov't's advantage. The AO may authorize/approve POC to the Gov't's advantage when, **and only when**, a written cost comparison demonstrates POC is cost effective.
4. If POC transportation is to the Gov't's advantage, the MALT rate in par. 2605 applies.
5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.
6. The employee is authorized transportation expenses (including transportation between carrier terminals).

**5882 LOCAL TRANSPORTATION**

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, other public transit systems, DTMO negotiated car rental agreement (par. 3330 regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. 2605 may be authorized.
2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

## 5884 SUBSISTENCE

### A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodging Plus method as in par. 5884-B1.

\*2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2 and FTR, §302-5.104. The following are factors in determining whether or not to offer lump sum reimbursement:

a. Administration Ease. Per diem payment under par. 5884-B1 (Lodging Plus method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. 5884-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. A single generic decision for all PCS moves is not authorized.

\*c. Employee Treatment. When the lump sum reimbursement method is offered to the employee, the employee may choose between the Lodging Plus method or the lump sum method for the HHT subsistence expense reimbursement. The Agency should consider employee morale and productivity as well as direct costs in determining which method to offer.

B. Methods. Calculate an employee's subsistence allowance IAW par. 5884-B1 or 5884-B2.

#### *Effective date of transfer of 1 August 2011 or later.*

1. Lodging Plus Computation Method. The standard CONUS per diem rate applies, using the computation in pars. 4130 and 5592, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

\*2. Lump Sum. The amount calculated below., as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality [per diem rate](#) by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality [per diem rate](#) by 5.

\*3. AEA. AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

#### 4. Lump Sum Payment

a. The lump sum determined in par. 5884-B2a or 5884-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined lump sum not used by the employee for expenses:

- (1) Belongs to the employee,
- (2) Is not subject to collection, and
- (3) May be taxable ([FTR §302-5.18](#)).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10 day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150/\$51).
- b. The single occupancy lodging cost is \$130.
- c. The DoD Component offers a HHT and the option of either the Lodging Plus (par. 5884-B1) or the lump sum option (par. 5884-B2).
- d. When the employee elects per diem under the Lodging Plus computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the *single room rate*.

**NOTE:** The *per diem rates* used in the examples below are for illustrative purposes only and may not reflect current rates. See par. 2025 for the current Standard CONUS per diem rate.

2. Example 1. The traveler is authorized a 10 day HHT with per diem computed under the Lodging Plus computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

<b>Employee's Per Diem</b>		
Travel day to Arlington:	$75\% \times \$46 = \$34.50 + \$70$ (single lodging cost) =	\$ 104.50
8 days in the Arlington Area:	$\$70$ (lodging) + $\$46$ (M&IE) = $\$116/\text{day} \times 8$ days =	\$928.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
<b>Total Per Diem for Employee</b>		<b>\$1,067.00</b>
<b>Spouse's Per Diem</b>		
Using par. 5592-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 4130.		
<b>Total Per Diem for Spouse</b>	$75\% \times \$1,067.00$ (employee's per diem) =	<b>\$800.25</b>
<b>Total Per Diem Payment</b>		
Employee's per diem		\$1,067.00
Spouse's per diem		+ \$800.25
<b>Total Per Diem for Employee and Spouse</b>		<b>\$1,867.25</b>

3. Example 2. The employee is authorized a lump sum HHT. See par. 5884-B2a. **No lodging receipt is required.**

Total Lump Sum Subsistence for the Employee and Spouse	$\$201$ (locality rate) $\times 6.25$ (lump sum rate for employee and spouse) =	\$1,256.25
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4. **Example 3.** The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<b>Situation A:</b>		
The employee elects the 10-day HHT with per diem computed under the Lodging Plus computation method (par. 5884-B1). Using par. 5592-A, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. <b>NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</b>		
Travel day to Arlington:	$\$77 \text{ (lodging)} + \$34.50 \text{ (} 75\% \times \$46 \text{)} =$	\$ 111.50
8 days in the Arlington area:	$\$77 + \$46 = \$123/\text{day} \times 8 \text{ days} =$	\$984.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
<b>Total Per Diem for Spouse</b>		<b>\$1,130.00</b>

<b>Situation B:</b>		
The employee elects the lump sum HHT (par. 5884-B2b) for the spouse. <i>No lodging receipts are required.</i>		
<b>Total Lump Sum Subsistence for the Spouse</b>	$\$201 \times 5 \text{ (lump sum for one person)} =$	<b>\$1,005.00</b>

5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the Lodging Plus computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

<b>Employee's Per Diem</b>		
Travel day to Arlington:	$\$130 \text{ (single lodging cost)} + 75\% \times \$51 = \$38.25 =$	\$ 168.25
5 days in the Arlington Area:	$\$130 \text{ (lodging)} + \$51 \text{ (M\&IE)} = \$181/\text{day} \times 5 \text{ days} =$	\$ 905.00
Travel day back to the PDS:	$75\% \times \$51 =$	+ \$ 38.25
<b>Total Per Diem for Employee</b>		<b>\$1,111.50</b>
<b>Spouse's Per Diem</b>		
Using par. 5592-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. 4130.		
Travel day to Arlington:	$\$130 \text{ (single lodging cost)} + 75\% \times \$51 = \$38.25 =$	\$ 168.25
4 days in the Arlington Area:	$\$130 \text{ (lodging)} + \$51 \text{ (M\&IE)} = \$181/\text{day} \times 4 \text{ days} =$	\$ 724.00
Travel day back to the PDS:	$75\% \times \$51 =$	+ \$ 38.25
<b>Total Per Diem for Spouse</b>		<b>\$ 930.50</b>
<b>Total Per Diem Payment</b>		
Employee's Per Diem		<b>\$1,111.50</b>
Spouse's per diem		+ \$ 930.50
<b>Total Per Diem for Employee and Spouse</b>		<b>\$2,042.00</b>

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. 4130.
2. Employee and Spouse Travel Together. When the employee and spouse travel together to house-hunt, the per diem rate for the spouse is 75% of the employee's per diem rate computed using par. 4130.
3. Limitations. *A comparison must be made to ensure that the cost of separate HHT trips does not exceed*

*the cost of a single HHT trip made together by the employee and spouse.*

#### **5886 EXPENSE DOCUMENTATION**

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. Lodging Plus Method. An employee paid per diem under par. 5884-B1, using the Lodging Plus method must itemize lodging expenses and have lodging receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.
2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. 5884-B2, does not require itemization or receipts for payment.

#### **5888 STATUS WHILE ON HHT**

An employee is in a travel status (App A1) while performing house hunting travel during the authorized absence period.

#### **5890 NO RETURN TO OLD PDS**

1. A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS.
2. If a HHT is authorized under the Lodging Plus method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, is payable in lieu of house hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT.
3. The one way transportation is PCS travel ([GSBCA 16339-RELO, 18 February 2004](#)).
4. Under the circumstances in par. 5890 an employee is *not* in a duty status while house-hunting.
5. See [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#) about granting an excused absence for PCS purposes.

#### **5892 HHT ADVANCE ([FTR §302-5.16](#))**

1. A HHT expenses advance may be paid if a HHT under the Lodging Plus method is offered and elected.
2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodging Plus method in par. 5884-B1 for the HHT location and duration.
3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.
4. The lump sum per diem payment under par. 5884-B2 is a *payment*, not an advance.

**5894 HHT ICW TQSE**

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30 day TQSE(AE) period. See par. 5810.

B. HHT Deductions. For a reimbursed:

1. 5 day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,
2. 6 day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or
3. 10 day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

C. TQSE(LS). The number of days paid/reimbursed for a HHT **are not deducted** from TQSE(LS) IAW par. 5796.

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

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

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

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

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

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

C. Per Diem Rates for PDT

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

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

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

- (1) Travel to a first duty station for a newly recruited employee or appointee;
- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel;
- (5) Occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part B9); and
- (6) HHT (except when lump sum payment is authorized under par. 5800).

## 2. OCONUS Travel

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

### **5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**

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

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

#### C. New PDS Rate

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

### **5538 PARTIAL TRAVEL DAYS**

The 75% rate in par. 4065-A applies to:

1. Departure and arrival days at PDSs,
2. Designated places/alternate destination point, or
3. Safe haven (when PCS travel is from a safe haven location).
4. RAT leave locations when Lodgings Plus per diem is paid.

### **5540 SAME DAY TRAVEL**

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 4280) when travel is more than 12 hours.

**5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY**

See Ch 3, Part I.

**5544 TRAVEL BY COMMERCIAL SHIP**

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

**5546 PER DIEM WHEN CROSSING THE INTERNATIONAL DATELINE (IDL)**

The following are examples of per diem computation, when crossing the international date line (IDL).

A. Example 1

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

B. Example 2

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

C. Example 3

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

**5548 PER DIEM ALLOWANCE ELEMENTS**

A. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW [DoD FMR 7000.14-R, Volume 9](#). See par. 2710.

B. Lodging Tax1. CONUS and Non-foreign OCONUS Areas

- a. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax.
- b. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (see App G).

2. Foreign OCONUS Areas

- a. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax.
- b. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

C. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to an employee without itemization of expenses or receipts.

**5550 LODGING PLUS PER DIEM COMPUTATION METHOD**

A. General. Compute per diem for all PCS travel using the Lodging Plus method. Each travel day's per diem is the actual amount the employee pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

B. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

***NOTE: This is the departure day from the PDS, home, or other authorized point.***

1. Day Travel Begins

- a. Lodging Required. Per diem is the actual lodging cost incurred by the employee, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

b. Lodging Not Required. Per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

## 2. Full Calendar Days

a. Lodging Required. When lodging is required, and the employee is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

b. Lodging Not Required. For each full calendar day an employee is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

## 3. Day Travel Ends

a. Lodging Required. Per diem is the lesser of the actual lodging cost incurred by the employee or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

b. Lodging Not Required. Per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

## 5552 PER DIEM COMPUTATION

\*A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT (Standard CONUS rate for the Lodging Plus method, and locality rate for the lump sum method), en route travel to the new PDS, RAT, and separation travel.

\*B. HHT. See Ch 5, Part B12.

### C. En Route Travel to the New PDS

1. Except for determining the applicable rate (see subpar. A above), this par. applies when computing en route travel per diem to a new PDS.
2. The Standard CONUS M&IE rate or OCONUS M&IE locality rate applies to the arrival day at the new PDS.
3. When travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply.
4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

### D. Separation Travel

1. Except for determining the applicable rate (see subpar. A above), pars. 5500-B2a and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.
2. The [Standard CONUS M&IE rate](#) is applicable on the arrival day at that location.
3. When travel begins and ends on the same day, the rules in pars. 5500-B1 and 5500-B3 apply.
4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

E. Per Diem Computation Examples1. Example 1

<b>PCS Travel</b>		
<b><u>NOTE: See par. 5554-D3 for the current <a href="#">Standard CONUS per diem rate</a></u></b>		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. 3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
<b>Per Diem for Actual Travel Under the Lodging Plus Method</b>		
Maximum allowable per diem for 8 days x \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1 (departure day)	\$58 (lodging) + (\$46 x 75%) =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Days 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59 ) + M&IE \$276 (\$46/day x 6 days) =	\$622.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$ 46.00
Day 10 (arrival day)	\$46 x 75% (M&IE) =	<u>\$ 34.50</u>
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$841.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$841) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE =</b>		<b>\$1,892.25</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the <a href="#">Standard CONUS per diem rate</a> of \$129 (\$83/ \$46), par. 3025.		
<b>Day 1</b> (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
<b>Day 2</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Days 3 to 8</b> , the applicable per diem rate is the lodging cost (\$346) NTE \$83 + the M&IE rate (\$46) x 6 days for a total of \$622.		
<b>Day 9</b> , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
<b>Day 10</b> (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$1032) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the \$841 due the employee.		

2. Example 2

PCS Travel		
<b><u>NOTE:</u></b> See par. 5554-D3 for the current <a href="#">Standard CONUS per diem rate</a>		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6.		
The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. 3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging Plus Method		
Maximum allowable per diem for 4 days x \$129 day (Standard CONUS per diem rate) =		\$516.00
Day 1 (departure day)	\$0 (lodging) + \$46 x 75% =	\$34.50
Day 2	\$59 (lodging) + \$46 =	\$105.00
Day 3	\$0 (lodging) + \$46 =	\$46.00
Day 4	\$53 (lodging) + \$46 =	\$99.00
Day 5	\$0 (lodging) + \$46 =	\$46.00
Day 6 (arrival day)	75% x \$46 =	\$34.50
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$365.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$365) =		\$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) =		\$182.50
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE =</b>		<b>\$821.25</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. 3025.		
The maximum allowable per diem for PCS travel within CONUS is the <a href="#">Standard CONUS per diem rate</a> of \$129 (\$83/ \$46), par. 3025.		
<b>Day 1</b> (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
<b>Days 2 and 4</b> - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$83 for each day plus the M&IE rate (\$46) for each day.		
<b>Days 3 and 5</b> - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
<b>Day 6</b> (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46).		
The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$516), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the \$365 due the employee.		

3. Example 3

<b>PCS Travel, Actual Costs Exceed the Gov't Cost</b>		
<b><u>NOTE:</u> See par. 5554-D3 for the current <u>Standard CONUS per diem rate</u></b>		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
<b>Per Diem for Actual Travel Under the Lodging Plus Method</b>		
Maximum allowable per diem for 8 days @ \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Days 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Days 11 to 14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
<b>Total</b>		<b>\$1,367.00</b>
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
<b>TOTAL TRAVEL COSTS</b>		
(\$1,367 + \$1,025.25) =		<b>\$2,392.25</b>
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE</b>		
(\$1032 + dependent per diem \$738, 75% of \$1032) =		<b>\$1,806.00</b>
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. 3025 for a total of 8 days.		

4. Example 4

<b>PCS Travel OCONUS to OCONUS</b>		
<i><u>NOTE: See par. 5554-D3 for the current <a href="#">Standard CONUS per diem rate</a></u></i>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. 3025). Lodging was occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
<b>Per Diem for Actual Travel using the Lodging Plus Method</b>		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
<b>EMPLOYEE'S PER DIEM =</b>		<b>\$492</b>
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at $\frac{3}{4}$ of the amount due the employee =		\$369
<b>TOTAL AMOUNT PAYABLE TO EMPLOYEE = (\$492 + 2 DEPENDENTS PER DIEM (\$738 =</b>		<b>\$1,230</b>
<b>75% OF \$492 X 2) =</b>		
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ( $771 \div 350 = 2$ days). One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. 3025 for a total of 3 days.		
The maximum allowable <a href="#">per diem rate</a> for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.		
Day 1 (departure day), the applicable per diem rate is \$127 lodging cost plus 75% of the OCONUS locality M&IE rate (\$156) for a total of \$244.		
Day 2, the applicable per diem rate is the lodging cost (\$125) plus the OCONUS M&IE rate (\$72) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.		
The per diem for actual travel by the employee is \$492. Since the per diem for actual travel does not exceed the maximum allowable (\$500) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and per diem for dependents is $\frac{3}{4}$ each of the \$492 due the employee.		

5. Example 5

PCS/Separation Travel
<b><u>NOTE:</u> See par. 5554-D3 for the current <u>Standard CONUS per diem rate</u></b>
1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. 5500).
4. Since travel begins and ends on the same day, pars. 5500-B1 and 5500-B3 apply. Also par. 5552-D.
5. The maximum per diem rate at the time of travel was \$129 (\$83/ \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is \$34.50 (\$46 x 75%).
7. Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78 at the time of travel.		
<b><u>REIMBURSEMENT</u></b>		
<b><u>NOTE:</u> PCS travel M&amp;IE is authorized at a flat 75% of the applicable M&amp;IE rate indicated in par. 5554-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.</b>		
\$78 (M&IE) rate x 75% for new PDS location =		<u>\$58.50</u>
<b>TOTAL REIMBURSEMENT =</b>		<b>\$58.50</b>
Per diem for the accompanying spouse is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

**5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT**

An employee is not authorized per diem while on a full day of leave during permanent duty travel.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART B: EMPLOYEES ONLY****SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION****SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES****5556 FIRST DUTY STATION TRAVEL ELIGIBILITY****A. General**

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:
  - a. A new appointee to any position;
  - b. A student trainee assigned to any position upon completion of college work; or
  - c. Presidential Transition Team personnel newly appointed to Gov't service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 ([3 USC §102, note](#)) and are appointed to Gov't service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.
2. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:
  - a. Of appointment, for new appointees, as defined in par. 5558-B, or,
  - b. Following the most recent Presidential election, but before selection/appointment, in the case of an individual described in par. 5556-A1c.
3. The restrictions in par. 5566 (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

**B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS**

1. Agreement Requirements. Ch 5, Part B11.
2. Service Requirements. See par. 5840.
3. Travel and Transportation Allowances. Travel and transportation allowances:
  - a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
  - b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

4. Foreign OCONUS Area PDS Assignment Allowances

a. Foreign Transfer Allowance (FTA). See par. 1260. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:

(1) Miscellaneous Expense Portion. [DSSR, Section 241.2](#) and par. 1260,

(2) Lease Penalty Expense Portion. [DSSR, Section 242.4](#) and par. 1260, and

(3) Pre Departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. [DSSR, Section 242.3](#) and par. 1260.

b. [Temporary Qtrs Subsistence Allowance \(TQSA\) \(DSSR, Section 120\)](#). Provided for temporary lodging occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Qtrs Allowance (LQA) under the [DoDI 1400.25, Vol. 1250](#) and [DSSR Section 031.1](#).

**5558 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS**A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

2. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once a service agreement to remain in Gov't service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS) is signed, unless separated for reasons beyond the employee's control that are acceptable to the DoD Component concerned.

3. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any Gov't funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are the individual's financial responsibility to repay to the Gov't.

4. See par. 5820-E regarding service agreement requirements for appointments to an OCONUS position.

5. See par. 5840-C and App Q3 and Q4 for information concerning OCONUS PDS location tours.

B. Coverage. A new appointee:

1. May be authorized payment of only expenses listed in par. 5558-E when relocating to the first PDS.

2. Includes:

a. An individual who is employed with the Federal Gov't for the first time,

b. Presidential Transition Team personnel (par. 5556-A1c), and

c. An employee returning to the Gov't after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. 5560)); or

d. A student trainee assigned to the Gov't upon completion of college.

3. Is *not* an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. 5516 and 5560.

C. DoD Component Responsibility. *Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. 5508.*

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

2. Travel before Appointment

a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

b. Travel and transportation for Presidential Transition Team personnel (par. 5556-A1c), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

c. Ch 5, Part B2 does not limit the Ch 7, Part N provisions allowing the payment of pre-employment interview travel.

3. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

E. Allowable Expenses. The following expenses are payable when travel to the first PDS at Gov't expense is authorized/approved by the hiring DoD Component. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee. See par. 5534-C1b. **NOTE:** *AEA in Ch 4, Part C, is not authorized/approved for first duty station travel.*

2. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part B3.

3. MALT if a POC is used.

4. HHG transportation and SIT. See Ch 5, Part B4.

5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part B4.

6. Mobile home transportation. See Ch 5, Part B7.

7. POV shipment when authorized by the DoD Component. See Ch 5, Part B6.

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A HHT (Ch 5, Part B12);

3. TQSE (Ch 5, Part B9);

4. MEA (Ch 5, Part B10); **NOTE:** *Ch 5, Part B7 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at [http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81) may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.*

5. Residence sale and purchase expense (Ch 5, Part B14);
6. Lease breaking expense (except as in par. 1260-D); and
7. Relocation service (Ch 5, Part B15).

G. Alternate Origin and/or Destination

1. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
2. For Presidential Transition Team personnel (par. 5556-A1c), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 2, Part E.

**5560 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION ([FTR §302-3.206](#))**

A. General. An involuntary transfer due to a RIF/transfer of function is in the Gov't's interest ([FTR §302-3.205](#)). PCS allowances are authorized.

B. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

1. In the Federal Gov't,
2. Within 1 year of the separation date,
3. Under a non-temporary appointment, and
4. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. 5566 for a short distance transfer.

D. Agreement Requirement

1. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Gov't service for 12 months (beginning the date the employee reports for duty at the new PDS) IAW this par.
2. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Gov't funds spent for allowances authorized under this par. are the employee's personal financial responsibility.
3. See par. 5820-E for agreement requirements when a transfer is to an OCONUS position.

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B2 may also be authorized for a DoD employee ([5 USC §5735](#)) who:

1. Is scheduled for separation from DoD, other than for cause;
2. Is selected for appointment to a continuing position with the U.S. Postal Service; and
3. Accepts the appointment.

F. Order Issuance. Order issuance is covered in App I.

G. Funding. See par. 5516 for funding of allowances authorized under Ch 5, Part B2.

H. Employee Separated due to Function Transfer Example. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both ([51 Comp. Gen 27 \(1971\)](#) and [B-172824, 28 May 1971](#)).

## **5562 RETURN FROM MILITARY DUTY**

A. Mandatory Restoration. An employee:

1. Authorized mandatory restoration under FPM 353,
2. Returning from military duty, and
3. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

B. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Gov't's interest from the restoration place to a place where a suitable DoD vacancy is available ([B-170987, 14 December 1970](#) and [25 Comp. Gen. 293 \(1945\)](#)).

C. Real Estate Expense

1. Ch 5, Part B16, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:
  - a. Sale (or unexpired lease settlement) at the former civilian PDS; and
  - b. Purchase at the new PDS (the criteria in par. 5566 concerning change of station within the same city or area applies).
2. Reimbursement is prohibited for any:
  - a. Sale,
  - b. Settlement of an unexpired lease, or

## c. Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

D. Travel and Transportation Allowances

1. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

2. Based on the employee's status the employee is authorized the below travel and transportation allowances:

a. Member Being Discharged. The employee is authorized travel and transportation allowances under the JTR from the place released from the Armed Forces to the HOR, or PLEAD.

b. Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

3. The employee is authorized:

a. MEA (Ch 5, Part B10),

b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part B14),

c. A HHT, but only if authorized in the order, under Ch 5, Part B12, and

d. TQSE, but only if authorized in the order under Ch 5, Part B9.

4. Alternate PDS ([GSBCA 15754-RELO, 17 May 2002](#))

a. The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.

b. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

c. PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

E. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as a member being discharged, no additional payment is allowed.

F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered ([B-173758, 8 October 1971](#)).

G. Called/Ordered to Active Duty. See Ch 7 for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

**5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS**A. Limitation

1. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.
2. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

B. Funding Responsibility. See par. 5516.**5566 SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY/AREA) (FTR §302-2.6)**A. First Duty Station Travel

1. Restrictions in this par. do not apply to first duty station travel.
2. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

B. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

1. In the Gov't's interest (responding to a vacancy announcement is not 'at the employee's request'), and
2. To a new PDS that meets the 50 mile distance test in par. 5566-C below, and
3. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:
  - a. Residence at the time of PCS notification and the old and new PDSs, and
  - b. The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. 5566-D for exceptions.

C. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.D. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Gov't's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. ***However, all reimbursed expenses are taxable income.***

E. PCS Claims Must Satisfy Conditions

1. PCS claims for allowances authorized in an order must satisfy the conditions in par. 5566-B or 5566-D before reimbursement is allowed.
2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-C, as applicable.
3. *Non-compliance of the new residence location is grounds for denial of the various allowances.*
4. See Ch 5, Part B16 for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

**5568 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION (FTR §302-2.106)**

A. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

1. The employee would suffer a hardship if the limitation was not waived; and
2. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

B. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

C. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under "Feedback Reporting" in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. 5568-B or the designation may be deleted.

D. Criteria for Designating a PDS as a Remote/Isolated Location

1. Criteria. In the circumstances described in par. 5568-D2 or 5568-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. 5568-B. See par. 5658 for NTS of HHG at an isolated PDS.
2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.
3. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

**5570 TDY STATION BECOMES PDS**

See par. 4800.

**5572 SEPARATION TRAVEL FROM OCONUS DUTY ([FTR Part 302-3](#), Subpart D)**

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and
2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

**\*NOTE:** See par. 5575 for a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence ([CBCA 1707-TRAV](#), 12 January 2010).
3. Personally financially responsible for any excess costs ([63 Comp. Gen. 281 \(1984\)](#)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. ([GSBCA 16107-RELO, 26 September 2003](#))

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty ([FTR §302-3.500\(c\)](#) and [GSBCA 16235-RELO, 16 October 2003](#))
  - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.
  - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.
  - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/ retire locally to establish an OCONUS retirement residence must not be approved.

d. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time.
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be in writing.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. 5516-D3), even though the employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General.

- (1) If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD Component, when PCS allowances are authorized by the gaining DoD Component.
- (2) Payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

- (1) See par. 5520 for mandatory and discretionary allowances that are the acquiring DoD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.
- (2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).
- (3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. 5598.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) **Example 1.** The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Dayton, OH. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Denver, CO. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. **Prohibition.** If:

(1) A break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. 5558.

(2) There is no break in service and the movement to the new PDS is not in the Gov't's interest, there is no authority for other than separation travel and transportation allowances.

**\*5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE (§302-3.207)**

\*A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon reassignment if the employee has:

- \*1. A service agreement providing for return travel and transportation allowances, and
- \*2. Served the period required in the current service agreement or the service period requirement has been waived for reasons beyond the employee's control that are acceptable to the employee's activity.

\*B. Travel and Transportation Allowances. An employee is authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS

- \*1. Travel and transportation allowances paid by the losing OCONUS activity include:
  - \*a. Employee and dependent(s) transportation;
  - \*b. Employee per diem;
  - \*c. HHG transportation;
  - \*d. SIT; and
  - \*e. POV transportation, if it was authorized in the Gov't's interest for the employee to have a POV at the OCONUS PDS.
- \*2. Travel and transportation allowances paid by the gaining/previous CONUS PDS include:
  - \*a. Dependent per diem;
  - \*b. HHG NTS (if assigned to an isolated CONUS location);
  - \*c. MEA; and
  - \*d. TQSE (if authorized).

**\*5574 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO A NEW/DIFFERENT CONUS PDS NOT LOCATED AT THE ACTUAL RESIDENCE**

\*If the gaining activity authorizes PCS allowances, and the employee signs an agreement, the new PDS pays the additional PCS allowances in par. 5573-B1 for travel from the OCONUS PDS to the new PDS, *and*:

- \*1. Dependent per die;
- \*2. HHG NTS (if assigned to an isolated CONUS location);
- \*3. MEA;
- \*4. Real estate (if applicable);
- \*5. TQSE (if authorized); and
- \*6. HHT (if authorized).

**\*5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT**A. Applicability1. Employees Covered. This par. applies to:

- a. SES positions; and
- b. Non-SES appointees if the appointee:
  - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
  - (2) Was previously an SES career appointee; and
  - (3) Elected, under [5 USC §3392\(c\)](#), to retain SES retirement travel and transportation allowances.

2. Exclusions. This par. does not apply to an SES employee who is a:

- a. Limited Term Appointee. An employee appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
- b. Limited Emergency Appointee. An employee appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
- c. Non Career Appointee. An employee in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

**\*3. Dependents of a Deceased Covered Employee**. The last move home provisions of this par. also apply to the dependents of an eligible employee, as defined in par. 5575-A1, provided the employee:

- \*a. Satisfied the eligibility criteria in par. 5575-B; and
- b. Dies in Gov't service;
- c. Died after separating from Gov't service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria1. General

- \*a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. 5575-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in pars. 5575-A and 5068, but only after the employee has actually separated from Federal service.
- b. *Any expenses incurred prior to actual separation are not reimbursable.* [GSBCA 16328-RELO. 12 April 2004](#).

## 2. Employee Requirements

a. Employee was geographically transferred/reassigned in the Gov't's interest and at Gov't expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

(1) One SES career appointment to another; or

(2) An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under [5 USC §3392](#); or

(3) Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

b. At transfer/reassignment time the employee was:

(1) Eligible to receive an annuity for optional retirement under [5 USC §8336](#) (a), (b), (c), (d), (e), (f), or (j), Ch 83, Subchapter III (Civil Service Retirement System (CSRS)); or under [5 USC §8412](#), Ch 84, Subchapter II (Federal Employees Retirement System (FERS)); or

\*2) Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. 5575-B2b(1); or

(3) Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under [5 USC §8336](#) (d), Ch 83, Subchapter III; or [5 USC §8414](#) (b); or [5 USC Ch 84, Subchapter II](#);

c. The employee is eligible to receive an annuity upon separation (or, in the case of death in Gov't service, met the requirements for being eligible to receive an annuity as of the date of death) under [5 USC Ch 83, Subchapter III](#) (CSRS), or [5 USC Ch 84](#) (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and

d. The employee has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

## C. Authorization/Approval

1. Covered Employees. An employee who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

a. Name, grade, and SSN;

b. Name of spouse/domestic partner;

c. Name(s) and age(s) of dependent children;

d. Move origin and destination;

e. Anticipated move dates.

\*2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as in par. 5575-C1 as soon as practicable after the employee's death.

D. Allowable Expenses

\*1. When authorized/approved by the DoD Component head, travel and transportation expenses are paid for an eligible employee. See par. 5575-A.

2. Allowable expenses and provisions of these regulations that apply are as follows:

- a. Travel and transportation expenses, including per diem, under par. 5500 for the employee;
- b. Transportation expenses under par. 5578, but not per diem, for the employee's dependent;
- c. MALT if travel is performed by POC; and
- d. HHG transportation and SIT (Ch 5, Part B5) NTE 18,000 lbs. net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,
2. TQSE,
3. MEA,
4. Residence sale and purchase expenses,
5. Lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. Relocation services.

F. Origin and Destination1. General

\*a. The expenses listed in par. 5575-D may be reimbursed from the employee's PDS at separation to the place the employee elects to reside in a CONUS/non foreign OCONUS location.

b. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate/More than One Origin. Travel and transportation expenses may be paid from an alternate origin/more than one origin provided the cost does not exceed what the Gov't would have paid if all travel and transportation had originated at the PDS from which the employee was separated to the place where the employee/dependents are to reside.

3. Same General or Metropolitan Area

- a. These provisions contemplate a move to a different geographical area.
- b. If the place the employee elects to reside is within the same general local or metropolitan area that the PDS/residence was located at the time of the employee's separation, the expenses authorized by this par. may not be paid unless the distance criteria in par. 5566 is met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation

1. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating).
2. If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period.
3. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the employee's separation from service (or date of death if the employee died before separating). ([GSBCA 16328-RELO, 12 April 2004](#))

H. Funds Use

1. ***Travel advances must not be issued to cover any of the expenses authorized by this par..***
2. Travel and transportation arrangements should be made through Gov't procured travel and transportation to the maximum extent possible to minimize travel and transportation costs and the need to use personal funds.
3. In rare instances reimbursement for actual transportation expenses may be authorized/approved for self-procured travel arrangements (par. 2415).
4. Reimbursement is NTE the:
  - a. Policy constructed airfare (App A1) for transportation of the employee and dependents, or,
  - b. Applicable commuted rate schedule allowances (or the Gov't arranged move cost if that is the directed transportation method),for HHG moving and storage.

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **EMPLOYEES ONLY**

#### SECTION 4: POC USE ON PERMANENT DUTY TRAVEL

##### 5604 POC USE

###### A. Use of One or Two POCs

1. An employee, authorized dependent travel and transportation allowances under par. 5580, is authorized MALT (par. 2605-B) when travel is performed.
2. When an employee and dependent(s) relocate on a PCS move, reimbursement is authorized for two POCs, if used, and car ferry fees for each POC.
- \*3. Except when using more than two POCs (par. 5604-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POCs.
4. The employee may be reimbursed for use of two POCs, by dependents, only if the employee travels by other than POC.
5. The employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.
6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POC.

###### B. Use of More than Two POCs ([FTR §302-4.500](#) and [§302-4.700d](#))

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

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

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

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

3. MALT

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

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

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

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

4. Documentation

\*a. The applicable conditions in par. 5604-B2 should be:

(1) Shown in the travel order, or

(2) Approved by travel order amendment after the fact.

b. See App I2 for travel order policy.

**5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

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

B. Authorized Employee(s)

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

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

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

4. Examples

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

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

c. Example 3: Member married to employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.
2. Only the employee receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC use on official travel.
4. An employee may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under [31 USC §3721](#).

**5608 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**

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

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

for the most direct route.

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

**5610 PARKING, TOLLS AND OTHER COSTS**

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

**5612 TRANSOCEANIC TRAVEL BY POC**

A. General

1. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the Gov't's advantage, and is used by the employee for the entire distance between duty stations, reimbursement is on a lodging plus basis for the employee/dependent(s) for the official distance involved.
2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5528.

B. Transoceanic Travel by Privately Owned Boat

1. When the employee travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A1)) which includes the non capacity controlled city pair airfare.
2. Capacity controlled city pair airfares are never used for cost construction.
3. Per diem and travel time are based on the air travel time ([59 Comp. Gen. 737 \(1980\)](#)).

**5614 AUTOMOBILE USE** ([FTR Part 302-4](#))

A. General. Automobile use is to the Gov't's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel, or
3. Separation travel.

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. 2605.

**5616 PRIVATELY OWNED AIRPLANE**

A. General. The use of a privately owned airplane for:

1. First duty station travel by a newly recruited employee/appointee,
2. PCS travel, or
3. Separation travel

is to the Gov't's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

B. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute miles. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the Gov't's advantage is at the appropriate TDY mileage rate in par. 2600.

D. Travel Time. See par. 3025-C2.

E. Reimbursement Computation. See par. 4280.

### 5618 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

- A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.
- B. Expenses
1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
  2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

### 5620 PRIVATELY-OWNED MOTORCYCLE

- A. General. The use of a privately owned motorcycle is to the Gov't's advantage for:
1. First duty station travel by a newly recruited employee/appointee,
  2. PCS travel, or
  3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

- B. Travel Time. See par. 3025-C2.
- C. Reimbursement Computation. See par. 4280.

### 5622 PRIVATELY OWNED BOAT

See **TRANSOCEANIC TRAVEL BY POC**, par. 5532-C2b.

### 5624 COMPUTING POC TRAVEL REIMBURSEMENT

- A. General
1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.
  2. The [per diem](#)/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.
  3. See par. 2605-B for current MALT rates.
  4. See par. 2025-C for the current [Standard CONUS per diem rate](#)
  5. The per diem is as computed in pars. 5592 and 3025-C2, and examples in par. 4280.

B. Reimbursement Computation Example for One Car

1. Employee, Spouse, and 1 Child

<b>Reimbursement Computation for Employee, Spouse, and 1 Child in One POC</b>	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
1. POC travel reimbursement is based on 2,826 miles x \$.23/mile (par. 2605-B). 2,826 miles x \$.23/mile = \$649.98.	\$649.98
2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual amount the employee pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129/day (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under Lodging Plus method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
6. Amount spent on tolls	+ 10.00
<b>7. TOTAL REIMBURSEMENT</b>	<b>\$2,122.48</b>

2. Two Employees (married to each other) and 1 Child

<b>Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC</b>	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. 3025. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.23/mile. See par. 2605-B. 2,826 miles x \$.23/mile = \$649.98.	\$649.98
2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$1032/employee). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	+ \$10.00
<b>6. TOTAL REIMBURSEMENT</b>	<b>\$2,389.98</b>
<b>Total reimbursement to employee 1 is \$649.98 + \$650 + \$10 = \$1,309.98</b>	
<b>Total reimbursement to employee 2 is \$720 + \$360 = \$1,080</b>	

C. Reimbursement Computation Example for Two POCs

<b>Reimbursement Computation for Two POCs</b>	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 3025.	
1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.23/mile, par. 2605-B. 2,826 miles x \$.23/mile =	\$649.98
2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.23/mile, par. 2600-A. 2,826 miles x \$.23/mile =	\$649.98
3. Allowable per diem for employee based on Lodging Plus for 8 day maximum is the actual amount the employee pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under Lodging Plus method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	<u>+ \$10.00</u>
<b>8. TOTAL REIMBURSEMENT</b>	<b>\$2,772.46</b>

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

<b>MALT Computation for Two Separate Trips</b>	
An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.	
866 miles x \$.23/mile (employee only) =	\$199.18
866 miles x \$.23/mile (spouse and 2 children) =	\$199.18
<b>TOTAL MALT PAYABLE FOR POC TRAVEL</b>	<b>\$398.36</b>
In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).  No per diem is payable on the employee's behalf for the employee's second trip.  The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.  The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.	

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## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **EMPLOYEES ONLY**

#### SECTION 5: HHG

##### SUBSECTION a: GENERAL

###### 5626 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances.

###### 5628 ELIGIBILITY

The following are eligible for HHG transportation and SIT at Gov't expense when relocation is in the Gov't's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits ([FTR §302-3.304](#));
5. An employee authorized a TCS.

###### 5630 AUTHORIZED TRANSPORTATION

###### A. General

1. An employee/appointee, who is authorized a move at Gov't expense is authorized HHG transportation.
2. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

###### B. NTS. NTS of HHG:

1. May be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
  - a. CONUS isolated PDS;
  - b. OCONUS PDS to which HHG transportation is limited;
  - c. OCONUS PDS and NTS is in the Gov't's best interest or cost effective to do so; or
  - d. TCS (par. 5902-B3).
2. Is not permitted for a career SES employee for last move home.

### 5632 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

### 5634 TRANSPORTATION EXPENSES

#### A. Gov't-paid Expenses

1. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
  - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
  - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
  - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
  - d. SIT NTE 90 days, as applicable. See par. 5672-B.
2. Delivery:
  - a. Out of storage is authorized at Gov't expense, regardless of time in storage within the authorized 1-year period. This includes shipments converted to storage that are the employee's financial responsibility.
  - b. Out of SIT at Gov't expense may be extended for the time period of an extension granted under par. 5908-C.
  - c. Of HHG must be completed within the time limitations in par. 5518.

B. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of (pars. 1015-C2h, 2000-D and 2125):

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (App A1 -- Household Goods);
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5656 to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5654-C);
5. Special services requested by the employee (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov't due to the employee/employee's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at Gov't expense is IAW par. 5646 or 5648.

**5636 LOSS OR DAMAGE CLAIMS** ([FTR §302-7.12](#))

HHG loss or damage claims are submitted IAW Service regulations.

**5638 EMPLOYEE WITH AN EMPLOYEE OR MEMBER SPOUSE/DOMESTIC PARTNER**

A. General. An employee whose spouse/domestic partner is another employee or a member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or member) may also have a PCS order. See [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#).

B. Examples

1. Employee and the Employee's Member Spouse/Domestic Partner. An employee and the employee's member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs. per par. 5646-B. The employee's PCS HHG weight allowance is 18,000 lbs. net weight per par. 5646-A. Together they may ship 30,500 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

2. Employee Married to Another Employee. An employee married to another employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs. net weight per pars. 5500-B1a and 5646-A. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. See [GSBCA 16608-RELO, 3 August 2005](#).

**5640 HHG TRANSPORTATION AND STORAGE DOCUMENTATION** ([FTR §302-7.104](#))

A. Form and Voucher Preparation. See [DoD FMR, Volume 9](#), for information on submitting travel vouchers and the forms to be used.

B. Documents

1. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow [DoD FMR](#) procedures regarding numbers of copies.

2. Documentation

a. If required by financial regulations, the following documentation should be attached to the voucher:

- (1) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (2) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (3) An official weight certificate/authenticated weight designation.

b. Constructed weight may be used when:

- (1) Proper weighing facilities are not available at origin/any point en route/destination, or
- (2) The partial load weight cannot be obtained at origin/en route/destination.

#### **5642 SERVICES**

A. General. HHG (App A1) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;
2. A shipment originates at the last PDS and the remainder originates at one or more other points;
3. The destination is the new PDS or another point; or
4. The destinations for the HHG are the new PDS and one or more other points.

B. Cost Limitation. The total Gov't expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. 5656, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS ([FTR §302-7.7](#)).

#### **5644 TRANSPORTATION UNDER A PCS ORDER**

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Gov't's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the Gov't's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. 5590-B.
2. Multiple Shipments
  - a. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same/different OCONUS PDS.
  - b. The employee is financially responsible for HHG transportation costs that exceed the authorized weight limit.

3. Example

- a. An employee with dependents ships 4,000 lbs. net weight of HHG from initial PDS residence and puts the remainder in NTS at Gov't expense.
- b. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed.
- c. The employee is authorized a HHG transportation of 4,000 lbs. net weight from the old OCONUS PDS to the new OCONUS PDS.
- d. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 lbs. net weight.
- e. The packing materials are limited up to 2,000 lbs. for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Gov't expense incident to a PCS, separation, or dependent early return (Ch 5, Part B3).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at Gov't expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, Ch 5, Part B3 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the Gov't even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the Gov't's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at Gov't expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. 5596-C2, as being in the Gov't's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) *Gov't transportation facilities may not be used ICW the advance HHG transportation.*

c. Employee Returning for Separation

- (1) General. HHG of an employee returning for separation may be transported at Gov't expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.
  - (2) Reimbursement
    - (a) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.
    - (b) When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).
  - (3) Employee Financial Responsibility. The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).
  - (4) PBP&E. PBP&E:
    - (a) Transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Gov't service ([FTR §§302-7.18](#) and [302-7.403](#); and par. 5686).
    - (b) May also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.
- d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at Gov't expense to the same location designated for dependent evacuation ([5 USC §5725](#)). If it is necessary and practical, HHG may be transported later at Gov't expense from a safe haven location to the evacuated employee's assigned PDS.

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **EMPLOYEES ONLY**

#### SECTION 5: HHG

##### SUBSECTION h: CONSUMABLE GOODS

###### 5694 CONSUMABLE GOODS ([FTR §300-3.1](#))

###### A. General

1. An employee, assigned to an OCONUS PDS designated in App F1, is authorized transportation of consumable goods in addition to the 4,500 lbs. HHG net weight allowance.
2. The consumable goods must be for the employee's and/or dependents' personal use.
3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).
- \*4. In unusual circumstances (e.g., PCS from another OCONUS PDS designated in App F1) the Secretarial Process may authorize an alternate shipping origin for consumable goods.
- \*5. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
- \*6. The employee's PCS order should show the consumable items authorized weight allowance in App F1 and any authorized alternate shipping origin authorized.

###### B. Additional Information on Consumable Goods. See App F1 for:

1. OCONUS locations and their consumable goods weight allowances,.
2. Procedures for adding a location to locations having a consumable goods allowance, and
3. More specific regulations on the shipment of consumable goods.

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**CHAPTER 5: PERMANENT DUTY TRAVEL****PART B: EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION a: CONUS POV TRANSPORTATION****5696 GENERAL**

POV(s) transportation at Gov't expense may be authorized/approved as being to the Gov't's advantage for a/an:

1. Employee transferred in the Gov't's interest,
2. New appointee relocating to the first CONUS PDS, or
3. Student trainee relocating to the first CONUS PDS.

**5698 AUTHORITY**

A. General. Commanding officers/designated representatives are authorized to determine eligibility to transport a POV(s) at Gov't expense under the following conditions:

1. Both the old PDS (or actual residence of a new appointee/student trainee) and new PDS are within CONUS;  
*and*
- \*2. It is more advantageous and cost effective to the Gov't to transport the POV(s) to the new PDS at Gov't expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member(s) drive one or two POCs if applicable to the new PDS. Costs to be considered are:
  - a. Cost of POC travel, transporting the POV(s), travel if the POV(s) is/are transported; and
  - \*b. Productivity benefit from the employee's accelerated arrival at the new PDS.

*Performing the cost comparison is mandatory for each order.*

3. Each DoD Component determines that the POV is in operating order, legally titled and tagged for driving prior to POV transportation within CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV (See [FTR §§302-9.301](#) and [302-9.302](#));
4. The number of POVs authorized transportation (up to two) at Gov't expense is determined by the Agency/Service. (See [FTR §302-9.302](#)). The number of POVs (up to two) cannot exceed the number of people on the relocation travel order, who are licensed drivers.
5. The distance the POV is shipped is 600 or more miles (See [FTR §302-9.301](#)).
6. The POV is in operating order, legally titled and tagged for driving (See [FTR §302-9.301](#) and [§302-9.505-506](#)).
7. *A vehicle may not be shipped as PBP&E.* See [FTR §302-9.302](#).

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

- \*1. Old PDS if the employee is transferred, or
2. Actual residence for a new appointee/student trainee.

C. Towing Equipment Cost

1. When POV transportation at Gov't expense is authorized/approved, an employee may be reimbursed the cost of:

- a. Towing equipment, or
- b. A car carrier

used for transporting the POV to the new PDS ([GSBCA 16412-RELO, 16 July 2004](#)).

2. *Mileage reimbursement is not allowed for the towed vehicle - [GSBCA 15308-RELO, 7 July 2000](#).*

## 5700 SHIPMENT METHODS

A. Gov't Arranged POV Transportation. The TO determines the transportation mode. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

\*B. Employee Arranged POV Transportation ([FTR §302-9.142§302-9.207](#)). If POV shipment 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 the authorized origin point to authorized destination (par. 5698).

C. Transporting a Specially Equipped Automobile ([64 Comp. Gen. 30 \(1984\)](#))

1. The transportation cost for a specially equipped automobile used by a "traveler with a disability" (par. 7815) between CONUS PDSs may be:

- a. Arranged by the DoD Component on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DoD Component's personnel relocation program.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART B: 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 traveler 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 TO 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 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 A1) 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-B3 cost 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 A1.***

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: **EMPLOYEES ONLY**

#### SECTION 9: TEMPORARY LODGING

##### SUBSECTION c: TQSE ACTUAL EXPENSE (TQSE(AE))

###### 5798 TQSE(AE) OPTION

- A. General. TQSE(AE) is an actual expense allowance based on the:
1. \$129 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2013), or
  2. PDS locality (not the lodging location) [per diem rate](#) for temporary lodging occupied in OCONUS localities.
- B. AEA. *AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).*

###### 5800 AUTHORITY

- A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.
- B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):
1. May be authorized only for the time period determined necessary by the AO, and
  2. Authorization is determined on a case-by-case basis.

###### 5802 LIMITATIONS

- A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*
- B. Time Limitations
1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.
  2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):
    - a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:
      - (1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;
      - (2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); ([GSBCA 15455 –RELO, 26 June 2001](#), [GSBCA 16646 -](#)

[RELO, 8 August 2005](#), and par. 5776-B1c).

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

c. TQSE(AE) period extensions are not automatic and must be held to a minimum.

d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel written material.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. 5776-B applies, from the date the HHG are delivered.

#### **5804 ELIGIBILITY PERIOD**

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.

2. Must begin within 1 year after the employee's effective date of transfer, unless that time is extended as indicated in par. 5518.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

a. Travel between the old and new PDS (actual travel time);

b. Necessary official duties such as an intervening TDY assignment/military duty; or

c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. 5804-B2above:

- a. The absence period is excluded from the authorized time for temporary lodging occupancy;
- b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
- c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

- a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.
- c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging ([69 Comp. Gen. 72 \(1989\)](#)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first ([FTR §302-6.108](#)) ([CBCA 1941-RELO, 5 October 2010](#)).

**5806 RECEIPTS AND SUPPORTING DOCUMENTATION**A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. 5806-A2 and 5806-A3.
2. Receipts. DoD FMR 7000.14-R, Volume 9 requires a receipt for:
  - a. Lodging costs paid, showing location, dates, and by whom occupied;
  - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
3. Supporting Statement. The supporting statement must include:
  - a. The cost of each meal, for each day, by date, and where and by whom consumed;
  - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
  - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is used to document TQSE expenses for reimbursement.

**5808 PAYMENT**

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
  - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. 5804);
  - b. A reasonable amount; and
  - c. Substantiated.
3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. 5774-D4).
  - a. **Example 1.** An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement, IAW par. 2710-A2.
  - b. **Example 2.** An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement IAW par. 2710-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging ([B-217435, 29 August 1985](#)), **NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.**; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing ([B-217435, 29 August 1985](#)).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount ([GSBCA 16836-RELO, 5 June 2006](#)). A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, as appropriate, if otherwise eligible.

***NOTE: If the friend or relative is in the business of renting on a regular basis the lodging involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply (GSBCA 14398-TRAV, 24 Feb 1998).***

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (<http://www.dtic.mil/whs/directives/informgt/forms/eforms/dd2912.pdf>).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, *unless* TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day ([FTR §302-6.110](#)). Par. 5780 explains limitations on duplication of allowances.
3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.
4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.
5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. 4160-A ([50 Comp. Gen. 647 \(1971\)](#), [52 id. 730 \(1973\)](#), [CBCA 1573-RELO, 17 November 2009](#), [B-191831, 8 May 1979](#), [B-215055, 7 February 1985](#), and [GSBCA 15289-RELO, 1 February 2001](#)). ***An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.***

1. Computation Rules. ***Step 1:*** Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. ***Step 2:*** Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.
  - a. **Example 1**. The employee claimed \$960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - \$800 and utilities - \$160. The actual TQSE daily lodging cost is \$48 (\$960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$960 (\$48/day x 20 days) for lodging during the authorized TQSE period.

b. **Example 2.** The employee claimed \$500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$350 - , utilities - \$90, and mandatory Gov't fees - \$60. The actual TQSE daily lodging is \$12.50 (\$500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid \$375 (\$12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. 4165-B when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the employee's primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

## 5810 COMPUTATION

### A. TQSE(AE) Calculation

#### 1. HHT Deduction

##### a. General

(1) If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period (Ch 5, Part B13 - HHT).

(2) For example, if an employee is:

- (a). Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 day TQSE(AE) period;
- (b). Paid for 6 days of a HHT, then deduct 6 days from the first authorized 30 day TQSE(AE) period; or
- (c). Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 day TQSE(AE) period.

#### b. Example 1 -- Authorized 10 days for HHT (Lodging Plus Method) and 60 days TQSE(AE)

9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE) period.

First 21 days TQSE(AE): Reimburse actual expenses (par. 5808-B ) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. 5810-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. 5802-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. 5808-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the 2nd 30 days.

***NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).***

c. Example 2 -- Authorized 10 days for HHT (Lodging Plus Method) and 30 days for TQSE(AE)

5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (TQSE(AE) authorization was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. 5840-B2b)) and 60 days for TQSE(AE)

\*10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. 5884-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. 5884-B2b).

First 25 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

***NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.***

e. Example 4 -- Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. 5840-B2a)) and 60 days for TQSE(AE)

\*10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. 5884-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. 5884-B2a).

First 24 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

f. Example 5 -- Authorized a HHT (Lump Sum) for employee and spouse (par. 5840-B2a) and 25 days TQSE(LS) for the employee and dependents

\*8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. 5884-B2a and TQSE(LS) for 25 days as indicated in par. 5796.

***NOTE:*** (a) *There is no deduction from the number of days authorized for TQSE(LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT (Lodging Plus Method) for a HHT, and (b) TQSE(LS) is paid for the number of days authorized not the number of days temporary lodging was occupied.*

g. Example 6 -- Initially Authorized a 10-day HHT (Lodging Plus Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. 5802-B2

10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. 5808-B) for each day in an amount NTE the applicable daily rates prescribed in par. 5810-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. **\$129**, Standard CONUS per diem rate (*effective 1 October 2013*).

b. OCONUS (Non-foreign OCONUS and Foreign Areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from the employee's).

(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse/domestic partner who accompanies an employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is age 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

***NOTE:*** *The maximum daily rates for the first 30 days (based on the daily per diem rate of \$123) in pars. 5810-A2a through 5810-A2d are \$123, \$92.25, \$92.25, and \$61.50, respectively, if the temporary lodging is occupied in CONUS.*

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

- (1) Employee/Unaccompanied Spouse/Domestic Partner. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from employee's).
- (2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse/domestic partner who accompanies the employee.
- (3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is 12 or older.
- (4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

**NOTE:** If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$116) in pars. 5810-A2a through 5810A2d are \$92.25, \$61.50, \$61.50, and \$49.20 respectively.

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (*never to exceed an additional 60 days*), the additional days must be computed at the same rates allowed for the second 30-day period in par. 5810-A2d above. *The total time period for which TQSE(AE) may be paid may never exceed 120 days.*

## B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$123) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. *AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).*

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$123 (Eff 1 October 2010)	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
Employee or Unaccompanied Spouse/Domestic Partner	\$123	\$123	\$123 x 75%	\$92.25
Accompanying Spouse/Domestic Partner	\$123 x 75%	\$ 92.25	\$123 x 50%	\$61.50
Dependent 12 and older	\$123 x 75%	\$ 92.25	\$123 x 50%	\$61.50
Dependent under 12	\$123 x 50%	\$ 61.50	\$123 x 40%	\$49.20

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$123/day x 5 days (\$615). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$580. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. **TQSE(AE) Example 3.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). **NOTE: This is true for PCS or TCS travel.**

5. **TQSE(AE) Example 4.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. **TQSE(AE) Example 5.** An employee travels to a new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period ([B-247061, 6 May 1992](#)).

7. **TQSE(AE) Example 6.** An employee travels to the new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$123 (\$77/ \$46) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 x 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodging would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days ([GSBCA 16430-RELO, 13 October 2004](#)).

## CHAPTER 10

### HOUSING ALLOWANCES

**Paragraph    Title/Contents**

#### **PART A: GENERAL INFORMATION**

---

<b>10000</b>	<b>DEFINITION OF TERMS AS USED IN THIS CHAPTER</b>
	A. Sharer
	B. Owner-owned Multiple Occupancy Dwelling
	C. Vicinity
	D. Gov't Qtrs
	E. Privatized Housing
	F. Rental Charge
	G. Housing Allowance
	H. Primary Residence
<b>10002</b>	<b>HOUSING ALLOWANCE</b>
	A. General
	B. Rates
	C. Gov't Qtrs
	D. Dependency Determinations
	E. Housing Allowance Start and Stop Dates
	Table U10A-1    Date to Start BAH or OHA-Member with Dependents
	Table U10A-2    Date to Stop Housing Allowances-Changes in Dependency Status
	Table U10A-3    Date to Stop BAH or OHA-Other than Dependency Status Changes
<b>10004</b>	<b>BAH RATE PROTECTION</b>
<b>10006</b>	<b>BAH ADVANCES</b>
	A. Authority
	B. Amount
	C. Liquidation
	D. Administrative Instructions
	E. Special Circumstances
<b>10008</b>	<b>BAH DIFFERENTIAL (BAH-DIFF)</b>
	A. General
	B. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment
<b>10010</b>	<b>PARTIAL HOUSING ALLOWANCE (BAH-Partial)</b>
	A. Partial Rates
	B. Conditions
	C. Navy Barracks Privatization Test
<b>10012</b>	<b>TRANSIT HOUSING ALLOWANCE (BAH-T)</b>
<b>10014</b>	<b>RC RATE (BAH-RC)</b>
<b>10016</b>	<b>FAMILY SEPARATION HOUSING (FSH)</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>10018</b>	<b>TEMPORARY BAH INCREASE</b> A. General B. Eligibility C. Member Certification D. Approval E. Termination F. Locations
<b>10020</b>	<b>OHA – GENERAL</b> A. Purpose B. OHA and MALT Plus C. Allowances Payable D. OHA Calculation
<b>10022</b>	<b>OHA DETERMINING MONTHLY RENT</b> A. General B. Sharers C. Private Sector Housing Owned D. Maximum Rental Allowance
<b>10024</b>	<b>OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE</b> A. Monthly Allowance B. Rent Includes All, No, or Some Utilities
<b>10026</b>	<b>MOVE-IN HOUSING ALLOWANCE (MIHA)</b> A. General B. Rules and Information
<b>10028</b>	<b>OHA ADVANCE PAYMENT</b> A. Authorization B. Amount C. Liquidation D. Advance Rent Currency Rate Protection
<b>10030</b>	<b>OHA COMPUTATION DATA</b>
<b>10032</b>	<b>A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA</b>
<b>10034</b>	<b>PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION</b> A. Authorized Allowances B. Maximum Allowances C. UN Mission Per Diem Reduction Not Authorized D. Other Paragraphs
<b>10036</b>	<b>OHA AND LIVING QUARTERS ALLOWANCE (LQA) PAID CONCURRENTLY</b> A. General B. JTR Limitations

**Paragraph    Title/Contents****PART B: DEPENDENCY**

---

<b>10100</b>	<b>DETERMINATIONS AND FRAUDULENT CLAIMS</b> <ul style="list-style-type: none"><li>A. Determinations</li><li>B. Dependency Approval</li><li>C. Dependents' Status Certification</li><li>D. RC Member</li><li>E. Dependency Re-determinations</li><li>F. Fraudulent Claims</li></ul>
<b>10102</b>	<b>DEPENDENTS</b> <ul style="list-style-type: none"><li>A. Lawful Spouse and Legitimate, Unmarried, Minor Children</li><li>B. No Authorization on Dependent's Behalf</li><li>C. Dependent Spouse in Foreign Service</li></ul>
<b>10104</b>	<b>MEMBER'S MARRIAGE STATUS DETERMINATION</b> <ul style="list-style-type: none"><li>A. Determination</li><li>B. Remarriage within a Prohibited Period Following Divorce</li><li>C. Marriage by Proxy</li><li>D. Marriage by Telephone</li><li>E. Common-Law Marriages</li><li>F. Foreign Nation Divorce</li><li>G. Purported Marriage</li><li>H. Child of Legally Invalid Marriage</li></ul>
<b>10106</b>	<b>DEPENDENT SUPPORT</b> <ul style="list-style-type: none"><li>A. Proof of Support</li><li>B. Nonsupport</li><li>C. Legal Separation Agreement or Court Decree, Judgment or Order Silent on Support, Not Stating Support Amount, or Absolving Member of Support Responsibility</li><li>D. Legal Separation Agreement or Court Order Stating Support Amount</li><li>E. Adequate Support</li><li>F. Increase in Support Required by Increase in BAH-DIFF Rates</li><li>G. Settlement Agreement</li><li>H. Interlocutory Decree of Divorce</li><li>I. Doubtful Cases</li></ul>
<b>10108</b>	<b>SECONDARY DEPENDENTS</b>
<b>10110</b>	<b>DEPENDENT CHILD ADOPTED BY A THIRD PARTY</b>
<b>10112</b>	<b>DEPENDENT CONFINED IN PENAL OR CORRECTIONAL INSTITUTION</b> <ul style="list-style-type: none"><li>A. Housing Allowance Payable</li><li>B. Doubtful Cases</li></ul>
<b>10114</b>	<b>DEPENDENT PARENT</b> <ul style="list-style-type: none"><li>A. Determination Basis</li><li>B. Dependency Requirement</li><li>C. Change in Dependent Status</li><li>D. Stepparent</li></ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>10116</b>	<b>DEPENDENCY DETERMINATION FACTORS FOR PARENTS</b> A. Family Unit Rule B. Equity and Good Conscience C. Charity D. Charitable Institution E. Social Security, Unemployment Compensation, and Pensions F. Capital Assets G. Rate of Return Rule
<b>10118</b>	<b>ADOPTED, ILLEGITIMATE AND STEPCHILD(REN)</b> A. General B. Proof of Parentage C. Support Requirements
<b>10120</b>	<b>CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER</b> A. Child in Gov't Qtrs B. Child Not in Gov't Qtrs
<b>10122</b>	<b>CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES</b>
<b>10124</b>	<b>CHILD(REN) LIVING WITH FORMER SPOUSE OR ESTRANGED SPOUSE WHO IS A MEMBER ASSIGNED FAMILY GOV'T QTRS</b>
<b>10126</b>	<b>CHILD(REN) LIVING WITH FORMER OR ESTRANGED SPOUSE IN FAMILY GOV'T QTRS VISITS MEMBER</b> Table U10B-1 Who Determines Housing Allowance Dependency Relationship for Army and Air Force Member Table U10B-2 Who Determines Dependency Relationship for a Navy and Marine Corps Member

### **PART C: MEMBER TO MEMBER**

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<b>10200</b>	<b>GENERAL</b>
<b>10202</b>	<b>BAH/OHA WHEN MEMBER MARRIED TO MEMBER AND SEPARATE HOUSEHOLDS ARE MAINTAINED</b>
<b>10204</b>	<b>OTHER DEPENDENTS</b> A. Children from Previous Relationships and Dependent Parents B. Dependents of Marriage C. Members Assigned to Different Locations D. Dependent Parents
<b>10206</b>	<b>DEPENDENT SUPPORT</b> A. Divorce or Legal Separation B. Children Living with a Former or Estranged Spouse C. Voluntary Support Payments
<b>10208</b>	<b>CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES ANOTHER MEMBER</b> A. When Not Authorized a Housing Allowance B. When Authorized a Housing Allowance Table U10C-1 BAH or OHA at Permanent Stations for Spouses in a Uniformed Service – Family type Qtrs not Assigned

**Paragraph    Title/Contents****PART D: GOV'T QTRS**

---

- 10300            GENERAL**
- 10302            RESPONSIBILITY FOR ASSIGNMENT OR ASSIGNMENT TERMINATION**
- A.    Assignment to Gov't Qtrs
  - B.    Qtrs Assignment Date for Housing Allowance
  - C.    Qtrs Termination Date for Housing Allowance
- 10304            RENTAL QTRS AT A SERVICE ACADEMY**
- 10306            GOV'T QTRS ASSIGNED OR OCCUPIED**
- A.    Gov't Qtrs Adequacy
  - B.    Qtrs Not Designated as Family-Type Qtrs
  - C.    Qtrs Furnished on Behalf of the U.S.
  - D.    Qtrs Occupied by Dependents
  - E.    Rental Qtrs (Other Than Inadequate Qtrs)
  - F.    Qtrs at Safe Haven Temporarily Occupied by Dependents
  - G.    Lease on Private-sector Rental/Leased Qtrs
  - H.    Limitation on Qtrs Occupied by Member
  - I.    Qtrs Occupied during Special Duty Assignment
  - J.    Additional Room Assigned to Chaplain
- 10308            QTRS DESIGNATED AS INADEQUATE**
- A.    Housing Allowance Authority
  - B.    Effect of Subleasing Inadequate Qtrs
  - C.    Rental Charge for Inadequate (Sub-standard) Qtrs
  - D.    Effective Date of BAH and Rental Charge
  - E.    Computation of BAH and Rental Charge
  - F.    Inadequate Qtrs Re-designated Adequate
  - G.    Member Married to Member Couple Each Authorized BAH

**PART E: ASSIGNMENT SITUATIONS**

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**SECTION E1: MEMBER WITHOUT DEPENDENTS**

---

- 10400            MEMBER WITHOUT DEPENDENTS**
- A.    General
  - B.    Location Rate
  - C.    Member in Pay Grade E-7 or above not on Sea Duty
  - D.    Member in Pay Grade E-6 not on Sea Duty
  - E.    Member on Sea Duty
- Table U10E-1    BAH and OHA Member without Dependents, Entitled to Basic Pay

**SECTION E2: MEMBER WITH DEPENDENT**

---

- 10402            MEMBER WITH DEPENDENT**
- A.    When Authorized BAH or OHA
  - B.    Location Rate
  - C.    During Leave, Travel Status, Separation, and Other Situations
- Table U10E-2    BAH or OHA, Member with Dependents Entitled to Basic Pay

**Paragraph    Title/Contents****SECTION E3: ACQUIRED DEPENDENTS**

- 
- 10404      ACQUIRED DEPENDENTS**  
 A.    General Rules  
 B.    Decision Logic Table  
 Table U10E-3    Changes when a Member Acquires Dependents

**SECTION E4: THE GOV'T DEFERS DEPENDENT TRAVEL**

- 
- 10406      THE GOV'T DEFERS DEPENDENT TRAVEL**  
 A.    General Rules  
 B.    Decision Logic Tables  
 Table U10E-4    Changes when the Gov't Defers Dependents' Travel to an OCONUS Duty Station  
 Table U10E-5    Changes when the Gov't Defers Dependents' Travel to a CONUS Duty Station

**SECTION E5: MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR**

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- 10408      MEMBER WITH A DEPENDENT SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR**  
 A.    General Rules  
 B.    Decision Logic Tables  
 Table U10E-6    Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour  
 Table U10E-7    Changes when a Member with a Dependent Serves an Unaccompanied/Dependent Restricted Tour and Dependents Visit

**SECTION E6: EARLY RETURN OF DEPENDENTS**

- 
- 10410      EARLY RETURN OF DEPENDENTS**  
 A.    At Gov't Expense  
 B.    At Personal Expense  
 C.    Decision Logic Tables  
 Table U10E-8    Changes Incident to Early Return of Dependents

**SECTION E7: DEPENDENT TRAVEL – ADVANCE AND DELAYED**

- 
- 10412      DEPENDENT TRAVEL - ADVANCE AND DELAYED**  
 A.    General  
 B.    Housing Allowance Based on Dependents' Location or Old PDS  
 C.    Secretarial Determinations  
 D.    Rates Applicable  
 E.    Decision Logic Tables  
 Table U10E-9    Changes when Dependents Travel in Advance of the Member  
 Table U10E-10    Changes when Dependents Travel after the Member

**SECTION E8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE**

- 
- 10414      FAMILY SEPARATION HOUSING (FSH) ALLOWANCE**  
 A.    General  
 B.    Rates Payable  
 C.    When Not Payable  
 D.    Temporary Social Visits by Dependents  
 E.    Dependents Reside in the Member's PDS Vicinity  
 F.    FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour  
 G.    Decision Logic Table  
 Table U10E-11    Conditions Affecting FSH Authorization

**Paragraph    Title/Contents****SECTION E9: MEMBER IN TRANSIT**

---

- 10416      MEMBER IN TRANSIT**
- A.    General
  - B.    Old PDS in the U.S.
  - C.    Old PDS outside the U.S.
  - D.    New Accession
  - E.    Retirement or Separation
  - F.    Decision Logic Table
- Table U10E-12    Member in Transit

**SECTION E10: UNUSUAL MEMBER STATUS**

---

- 10418      MEMBER IN A MISSING STATUS**
- A.    Member without Dependent
  - B.    Member with Dependent

- 10420      MEMBER IN CONFINEMENT**

**SECTION E11: HOUSING ALLOWANCE FOLLOWING MEMBER'S DEATH**

---

- 10424      HOUSING ALLOWANCE FOLLOWING MEMBER'S DEATH**
- A.    General
  - B.    Not Payable
  - C.    Payment Priority
  - D.    Payment Amount and Method
  - E.    Payment to a Deceased Member's Spouse Who is also a Member (Surviving Member Spouse)  
(37 USC §403(I))
  - F.    Decision Logic Table
- Table U10E-13    Rate Defining Location

**SECTION E12: EVACUATION OF A MEMBER'S PDS**

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- 10426      EVACUATION OF MEMBER'S PDS**
- A.    Member with Dependents
  - B.    Member without Dependents
  - C.    Decision Logic Tables
- Table U10E-14    Changes Incident to an Evacuation from an OCONUS PDS  
Table U10E-15    Changes Incident to an Evacuation from a CONUS PDS

**SECTION E13: RESERVE COMPONENTS**

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- 10428      RESERVE COMPONENTS**
- A.    Order Duration
  - B.    Contingency Operation
  - C.    AGR
  - D.    Member Married to Member
  - E.    Location Rate
  - F.    BAH Rate Protection
  - G.    Decision Logic Tables
- Table U10E-16    Reserve Component Member - Called/Ordered to AD/ADT

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## CHAPTER 10: HOUSING ALLOWANCES

### PART A: GENERAL INFORMATION

#### MEMBERS ONLY

#### 10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living Qtrs allowance (LQA) or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner Owned Multiple Occupancy Dwelling. A member/owner owned duplex, triplex or other type of multiple occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. Gov't Qtrs. Gov't Qtrs include:

1. U.S. Gov't owned or leased sleeping accommodations or family type housing;
2. Lodging or other Qtrs obtained by U.S. Gov't contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;
4. Sleeping or housing facilities furnished by a foreign government on the Gov't's behalf; and
5. Qtrs in a state owned National Guard camp.

For BAH, Gov't Qtrs do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. Gov't Qtrs that have been converted to privatized housing are, by definition (App A1), no longer Gov't Qtrs.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov't Qtrs.
4. Par. 10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);
2. Overseas Housing Allowance (OHA) (pars. 10020 –10032);
3. Family Separation Housing (FSH) (par. 10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);
6. Transit Rate (BAH-T) (par. 10012); and
7. RC Rate (BAH-RC) (par. 10014).

H. Primary Residence. See definition of Primary Residence/Home in App A1.

**10002 HOUSING ALLOWANCE**

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA

rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov't Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a MHA for all members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.

c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K1, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

**Part A: General Information (Members Only)**

C. Gov't Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov't Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

- a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or
- d. Upon assignment to Gov't Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table 10A-1		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: <sup>1</sup>
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date.
3	occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.
4	occupies Gov't Qtrs with dependents and the	on which designation of inadequacy of Qtrs is effective, if

	Qtrs are declared inadequate	the member and dependents continue to occupy such Qtrs.
5	acquires a dependent (marriage, birth, adoption, etc.) <sup>2</sup>	the dependent is acquired, if the member is not assigned Gov't Qtrs for member and dependent(s) on that date 3/ Table 10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned Gov't Qtrs for the member and dependents on that date. <sup>4</sup>
7	claims dependent parent	determined/approved by authority shown in Table 10B-1 or 10B-2.
8	claims doubtful dependent	

<sup>1</sup> Payment of OHA requires a lease agreement or a verifiable purchase price.

<sup>2</sup> Includes dependent acquired while member is on authorized leave.

- <sup>3</sup>
- a. Applies to sole dependent of officer or enlisted member.
  - b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
  - c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
  - d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

<sup>4</sup> If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

<b>DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS</b>		
<b>Table 10A-2</b>		
<b>Rule</b>	<b>If the sole dependent:</b>	<b>then stop with-dependent housing allowance at midnight of the day:</b>
1	Dies	of death.
2	is divorced <sup>1</sup>	of the final decree of divorce. <sup>1</sup>
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. <sup>2</sup>
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23 <sup>rd</sup> birthday if a full time student). <sup>4</sup>
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that

		date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. <sup>3</sup>
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be “in fact” dependent on member, and such dependency ceases	before date dependency ceases.

<sup>1</sup> Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child’s parent.

<sup>2</sup> Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

<sup>3</sup> A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

<sup>4</sup> See par. 10108 regarding dependents over age 21.

<b>DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES</b>		
<b>Table 10A-3</b>		
<b>Rule</b>	<b>A</b>	<b>B</b>
	<b>If a member:</b>	<b>then stop BAH or OHA at 2400 hours of the day:</b>
1	is furnished Gov’t Qtrs at the PDS, adequate for the member and dependents	before the day Qtrs are assigned (or before the day occupancy begins, if definite assignment was not made). <sup>1</sup>
2	is furnished Qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day Qtrs are furnished.
3	and dependents occupy inadequate Gov’t Qtrs which are rehabilitated and designated as adequate Gov’t Qtrs	before the effective date of re-designation as adequate Gov’t Qtrs.
4	is absent without leave	Table 10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

<sup>1</sup> When dependents are prevented from occupying the assigned Qtrs because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member’s station via a direct

route.

#### 10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

#### 10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than Gov't housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. 10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. 10006-A. Service regulations must prescribe liquidation procedures for advances made under par. 10006-E.

**10008 BAH DIFFERENTIAL (BAH-DIFF)**

A. General. [BAH-DIFF](#) is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. *A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.*
2. A member not assigned to Gov't Qtrs, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to Gov't owned/leased family type Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child/children (pars. 10120, 10122, 10124, 10126 and 10206).

**10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)**

A. Partial Rates. A member without dependents who is assigned to single type Qtrs or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized [BAH-Partial](#).

B. Conditions

1. A member without dependents assigned to single type adequate Gov't Qtrs at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. 10400-D and 10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate Gov't Qtrs, or is assigned Gov't Qtrs but elects not to occupy such Qtrs and resides in private Qtrs at own expense, is considered to be assigned to Gov't Qtrs and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.
3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type Gov't Qtrs and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type Gov't Qtrs and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type Gov't Qtrs is not authorized BAH-Partial.
5. A member occupying single type Gov't Qtrs whose dependents reside in family-type Gov't Qtrs, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family Qtrs are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family type Gov't Qtrs.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Gov't Qtrs before confinement and remains assigned to such Qtrs during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single type Gov't Qtrs, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Gov't family Qtrs assigned to the spouse when the ship is in port, is a member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain Qtrs therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single type Gov't Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A member without dependents is not authorized BAH-Partial when assigned to Gov't single type Qtrs (including Gov't leased Qtrs) that exceed the minimum standards of single Qtrs for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. *The privatized barracks are defined as Gov't Qtrs for the purposes of the test.* For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego

a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the Qtrs and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the Qtrs and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

**10012 TRANSIT HOUSING ALLOWANCE (BAH-T)**

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. 10416).

**10014 RC RATE (BAH-RC)**

BAH-RC rates are established by the SECDEF and are determined and set forth in par. 10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. 10428).

## 10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. 10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. 5136 and 10406).

*Effective 1 January 2015*

## 10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. ***This authority expires 31 December 2015.***

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.
2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. ***There is no rate protection of temporary increased rates.*** The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. ***No Locations at this Time***

10020 OHA - GENERAL

NOTES:

*1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.*

*2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.*

*3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.*

*4. Disciplinary action addressed in par. 1035 applies when housing allowances are used for other than the purpose intended.*

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. App M3 for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (par. 10026 and App N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and MALT Plus. OHA is not payable on the arrival day when MALT Plus per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in App K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. 10400-B or 10402-B.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, App K.

## 10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. The term “private sector housing” includes a mobile home or boat. The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent:

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. 10022-C for a member owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.***
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

B. Sharers. **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer’s prorated share of the rent paid or the maximum rental established for the sharer’s grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA “Miscellaneous” (par. 10026 and App N for specific rules) receives a full rather than prorated allowance. ***Only one sharer may claim reimbursement for any individual rent or security related expense.***

**NOTE**: ***A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par. 10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.***

### C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.*** **NOTE**: ***For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.***

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. *A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.*

c. To determine the monthly [OHA](#) rental equivalency when adding a loan described in par. 10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' *starts from the loan start date*.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

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

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

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

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive the [utility/recurring maintenance allowance](#).

***NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.***

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

#### 10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

##### A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. 10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

##### B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. 10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. 10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. 10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points App K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

**10026 MOVE IN HOUSING ALLOWANCE (MIHA)**

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. **MIHA is not payable to a member occupying Gov't or Gov't leased housing. MIHA does not cover move-out costs.** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security related expenses. Instructions for completing this form are found in App N. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed in App N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov't funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
  - a. Local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Gov't funded;
  - b. Member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
  - c. Member moves from Gov't Qtrs to private sector housing under par. 5258-5 (Separation) or par. 5258-6 (Retirement).

4. The three MIHA payment types are:
  - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See [App K3](#) to determine reportable/non-reportable MIHA Miscellaneous expenses and the [Overseas Housing Allowance Query](#) to determine the amount payable. **Only one payment is authorized at a PDS unless par. 10026-B2 applies.**
  - b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov't that the member must pay before/upon occupying a dwelling. **Expenses deferred until lease termination are not MIHA/Rent.** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (App N, par. C).
  - c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See App N, par. D for qualifying areas and additional rules.
5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See App N, pars. C and D.
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

## 10028 OHA ADVANCE PAYMENT

See App K2 for detailed information on areas with rental advance protection under OHA.

### A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. 10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC App K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
  - a. Law,
  - b. Local custom for everyone, including local nationals, or
  - c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S.

Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in App M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee  
ATTN: SPP/Allowances Branch  
4800 Mark Center Drive, Suite 04J25-01  
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301.

***NOTE: Once a location is authorized by PDTATAC and listed in App K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.***

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, 10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. 10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. 10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. Service regulations for currency fluctuation loss/gain procedures.

### 10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by App M, or PDTATAC.

### 10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in App K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Gov't owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

### 10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 7640.

### \*10036 OHA AND LIVING QUARTERS ALLOWANCE (LQA) PAID CONCURRENTLY

\*A. General. A member is entitled to OHA at the with dependents rate even if the member's dependent spouse receives a living quarters allowance (LQA). See DSSR, Chapter 100, Section 130 and the DoD Civilian Personnel Manual - DoD 1400.25-M, Subchapter 1250. Questions pertaining to LQA should be directed to the employee's CPO/CPAC.

\*B. JTR Limitations. *The JTR has no authority to determine/control eligibility and/or entitlement of LQA for an employee.*

## CHAPTER 10: HOUSING ALLOWANCES

### PART E: ASSIGNMENT SITUATIONS

#### SECTION 13: RESERVE COMPONENTS

#### MEMBERS ONLY

##### 10428 RESERVE COMPONENTS

A. Order Duration. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. 10428-B or for an AGR member as provided in par. 10428-C. A member called/ordered to active duty for more than 30 days, except a member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. **Do not add periods of active duty previously served to obtain the more than 30-day requirement** (Table 10E-16 and par. 10428-E).

**NOTE:** See par. 10416-D for the rate for a member in accession pipeline travel.

B. Contingency Operation. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ordered to active duty except for an AGR as prescribed in par. 10428-C.

##### **Effective 3 April 2013**

C. AGR. An AGR member's BAH/OHA is based on the PDS, even when the member is mobilized for active duty other than AGR duty provided the member does not have a break in service. The PDS rate applies for the duration of the tour. If the AGR member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty without a break in service and a PCS order authorizing HHG transportation is not issued, BAH/OHA rate is based (paid) on the PDS location at the time called/ordered to active duty.

1. Break in Service Definition. A break in service occurs when one or more calendar days between active service periods do not qualify as active service.

2. AGR with Break in Service. If an AGR member has a break in service when called to active duty for other than AGR duty, then the member is paid a housing allowance as for any other RC member (e.g., primary-residence rate).

3. Transition. An AGR member mobilized for active duty other than AGR duty before **3 April 2013** receiving BAH/OHA based on primary residence continues to receive that rate until the member transitions to AGR duty. However, the Secretarial Process may approve BAH/OHA based on the PDS rate effective **3 April 2013** for an AGR member mobilized for active duty other than AGR duty without a break in active service prior to **3 April 2013** if it would be inequitable or unfair to continue paying primary residence based BAH/OHA.

D. Member Married to Member. Unless pars. 10428-B or 10428-C above applies, an RC member married to another member on active duty, without dependents, not assigned to Gov't Qtrs, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

E. Location Rate

1. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation (e.g., duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. 2240-B), the member continues to receive BAH/OHA based on the member's primary residence (at the time called/ordered to active duty) except IAW par. 10428-E1e.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

(1) At one or more locations outside the local commuting distance of the member's primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

(2) At a location other than the member's primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. 7355-F2b(2), or

(3) At a location to which the member commutes from the member's primary residence (at the time called/ordered to active duty), or

(4) At an OCONUS location for a prospective period of less than 12 months,

and not authorized PCS HHG transportation IAW Ch 5, Part A5, continues to receive primary residence-based BAH/OHA except as provided in par. 10428-E1e.

***Effective 19 June 2014***

e. Member Without Dependents OCONUS. An RC member without dependents:

(1) authorized PCS allowances to an OCONUS location, and

(2) not authorized PCS HHG transportation due to a prospective period of less than 12 months (par.5194), and

(3) Gov't Qtrs are not available at the PDS

receives BAH/OHA based on the primary residence. However, the Service may determine that it is

inequitable to pay a housing allowance based on the primary residence. The Secretarial Process may authorize/approve a housing allowance based on the PDS. If Gov't Qtrs are available for assignment to the member at the PDS, the member receives only primary residence-based BAH/OHA.

HHG transportation under a TDY order IAW Ch 4, Part E1, does not affect this housing allowance authority. See par. 10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

F. BAH Rate Protection. BAH for an RC member is rate protected IAW par. 10004 provided the member does not have a break in active service of one or more calendar days. This includes transitions in service status from AGR duty to other active duty and back to AGR duty, or beginning a new active duty order or order extension without a break in active service.

G. Decision Logic Tables

**RESERVE COMPONENT MEMBER**

Table 10E-16				
RULE	If member is (NOTES 1 and 2)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (NOTE 3)
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
3	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS (NOTE 4).
4		Yes	Yes	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS (NOTE 4).
5		No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day (NOTE 5).
6		No	Yes	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
7	Called/Ordered to	No	No	Start BAH-RC beginning on first active duty day.
8	Active Duty for 30 or fewer Days	No	Yes	Start primary residence-based BAH/OHA at time called/ordered to active duty beginning on first active duty day.

Table 10E-16				
R U L E	If member is ( <i>NOTES 1 and 2</i> )	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then ( <i>NOTE 3</i> )
9	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DoDD 1241.01 ( <i>NOTE 6</i> )			Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay ( <i>NOTE 7</i> ).
10	AGR member mobilized for active duty without a break in service	No	Yes or No	Continue BAH/OHA based on AGR PDS.
11	AGR member mobilized for active duty without a break in service	Yes	Yes or No	Continue BAH/OHA based on AGR PDS. New PDS location-based BAH/OHA begins on the day member reports to new PDS.

**NOTES:**

1. A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.
2. If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authority. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.
3. A lease agreement or verifiable purchase price is required before OHA payment.
4. OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) Gov't Qtrs at the PDS.
5. An RC member without dependents authorized PCS allowances to an OCONUS location, but not authorized HHG transportation, and Gov't Qtrs are not available, receives BAH/OHA based on the primary residence rate, unless the Secretarial Process authorizes/approves the PDS rate, IAW par. 10428-E1e.
6. The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:
  - a. Active duty;
  - b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).
7. BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. [37 USC §204\(g\) and \(h\)](#), [DoDD 1241.01](#) and [DoDI 1241.2](#) for offsets.

## 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 (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 (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) (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 (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 (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 (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 (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) (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 (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 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 (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;
  - 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 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; and/or*

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 (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).

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a TO between the places involved. Also referred to as Indirect Travel.

**CITY PAIR AIRFARE.** An airfare on a U.S. flag 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 (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 (Members Only).** See Dependent, Command Sponsored.

**COMMERCIAL POV STORAGE FACILITY (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 (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 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) (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 a 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.** A U.S. flag air carrier that is under contract with the Gov't to furnish employees, 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 <a href="#">Office of the Secretary of Defense</a> (including the organization of the <a href="#">Joint Chiefs of Staff (JCS)</a> )	<a href="#">Defense Media Agency (DMA)</a>	<a href="#">Defense Advanced Research Projects Agency (DARPA)</a>	<a href="#">Defense Security Cooperation Agency (DSCA)</a>	<a href="#">National Intelligence University (NIU)</a>
	<a href="#">Defense Prisoner of War/Missing Personnel Office (DPMO)</a>	<a href="#">Defense Commissary Agency (DeCA)</a>	<a href="#">Defense Security Service (DSS)</a>	
<a href="#">Department of the Army</a>	<a href="#">Defense Technology Security Administration (DTSA)</a>	<a href="#">Defense Contract Audit Agency (DCAA)</a>	<a href="#">Defense Threat Reduction Agency (DTRA)</a>	<a href="#">Defense Acquisition University (DAU)</a>
<a href="#">Department of the Air Force</a>		<a href="#">Defense Contract Management Agency (DCMA)</a>	<a href="#">Missile Defense Agency (MDA)</a>	<a href="#">National Defense University (NDU)</a>
<a href="#">Department of the Navy</a> (including the <a href="#">Marine Corps</a> )	<a href="#">DoD Education Activity (DoDEA)</a>	<a href="#">Defense Finance and Accounting Service (DFAS)</a>	National Geospatial Intelligence Agency (NGA)	
<a href="#">DoD Inspector General (DoD IG)</a>	<a href="#">DoD Human Resources Activity (DHRA)</a>	<a href="#">Defense Information Systems Agency (DISA)</a>	<a href="#">National Security Agency/Central Security Service (NSA/CSS)</a>	Joint Professional Military Education Colleges
	<a href="#">Office of Economic Adjustments (OEA)</a>	<a href="#">Defense Intelligence Agency (DIA)</a>		
<a href="#">U.S. Court of Appeals for the Armed Forces</a>	<a href="#">Defense Health Agency (DHA)</a>	<a href="#">Defense Legal Services Agency</a>	<a href="#">Pentagon Force Protection Agency (PFFA)</a>	<a href="#">Uniformed Services University of the Health Sciences (USU)</a>
	<a href="#">Washington Headquarters Services (WHS)</a>	<a href="#">Defense Logistics Agency (DLA)</a>		

**DEPENDENT (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. See [50 Comp. Gen. 220 \(1970\)](#), and [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](#)

#### *\*Effective 10 April 2015*

**DEPENDENT/IMMEDIATE FAMILY (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. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual's state of residency recognizes such marriages. The term "spouse" does not include individuals in a formal relationship recognized by a state, which is other than lawful marriage; it also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law.
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. See [50 Comp. Gen. 220 \(1970\)](#) and [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 member on active duty with a DoD Service in Iraq. The 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 member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the 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:*** *See par. 7025-D ICW emergency leave travel.*

***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 (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 (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 (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. **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. **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 (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 (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 (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.***

**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.

**DOMESTIC PARTNER (Employees Only)**. An adult in a domestic partnership with an employee of the same sex.

*\*Effective 10 April 2015*

**DOMESTIC PARTNERSHIP (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;

\*9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership; and

\*10. Certify that they would marry but for the failure of their state or other jurisdiction (or foreign country) of residence to permit same-sex marriage.

***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. **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. **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.

**EARLY RETURN OF DEPENDENT (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. **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:

<b>EXAMPLE 1</b>	
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
<b>EXAMPLE 2</b>	
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
<b>EXAMPLE 3</b>	
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. **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 (Employees Only).** The date an employee is separated from Federal service.

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (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 (Employees Only).** See Travel, Emergency.

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in App A1), 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 FLAG 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 (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 (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 (Employees Only).** One who provides the accounting data for authorized/approved travel orders or order amendments.

**FUNDING ACTIVITY (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 INSTALLATION**

1. A U.S. Installation;
2. A base, post, yard, camp or station of a foreign nation used by U.S. personnel participating in formal training or combined operations.
3. A temporary installation where there are U.S. Gov't operations.

**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 A1;
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;
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; and
9. DoD Lodging Facilities located on a U.S. installation (includes Air Force Inns, Navy Gateway Inns and Suites, Marine Corps Billeting Quarters, and Army Lodging, but does not include Privatized Army Lodging or ILPP approved commercial lodging).
10. Lodging facilities located on an installation of a foreign nation when these facilities actually are used or competent authority directs their use for TDY travel.

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) (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) (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. **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 TO 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. **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 lbs. 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) (Employees Only).** Round trip travel between the old and new PDSs to seek a permanent residence. A domestic partner is not a spouse and cannot be authorized a HHT.

**IMMEDIATE FAMILY (Employees Only).** See Dependent/Immediate Family.

**INCIDENTAL EXPENSES.** See Per Diem.

**INTERVIEWEE (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 (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 (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) (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 (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 (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 \(DTMO\) website](#).

**LODGING IN KIND (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.

*\* Effective 10 April 2015*

**MARRIAGE (Employees Only).** A legal union between individuals that was entered into in a state or other jurisdiction (or foreign country) whose laws authorize the marriage, even if the married couple is domiciled in a state or other jurisdiction (or foreign country) that does not recognize the validity of the marriage. The term also includes common law marriage in a state or other jurisdiction (or foreign country) where such marriages are recognized, so long as they are proven according to the applicable state, other jurisdiction, or foreign laws. The term marriage does not include registered domestic partnerships, civil unions, or other similar formal relationships recognized under state or other jurisdiction (or foreign country) law that are not denominated as a marriage under that state's or other jurisdiction (or foreign country's) law. ***NOTE: Certain foreign marriages are not recognized by the laws of the U.S.. For example, bigamy, polygamy, the marriage to a sibling or other close relative, and a marriage to a minor would likely not be recognized by U.S. law.***

**MEMBER, UNIFORMED SERVICE**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Service retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

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## 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 (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. **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 (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.

**\*OPERATIONAL DEPLOYMENT**

\*1. As defined in USD (P&R) 1 November 2013 memo, Under Secretary of Defense (Personnel and Readiness) Deployment-to-Dwell, Mobilization-to-Dwell Policy Revision. An operational deployment begins when the majority of a unit or detachment, or an individual not attached to a unit or detachment, departs homeport/station/base or departs from an en route training location to meet a Secretary of Defense-approved operational requirement.

\*2. An event is an operational deployment if it is a SECDEF approved operational requirement recorded in the Joint Capabilities Requirement Manager or Fourth Estate Manpower Tracking System and is contained in the annual Global Force Management Data Initiative (GFM DI) compliant tool under the GFM DI reporting structure specified in [DoDI 8260.03](#).

\*3. Also, an operational deployment includes forces deployed in support of Execute Orders (EXORDs), Operational Plans (OPPLANs) or Concept Plans (CONPLANs) that is approved by the Secretary of Defense.

**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 courtesy transportation (e.g., hotel, park and ride, or airport shuttles). See par. 2830-G2 for taxi cab/limousine.
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.

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### 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 Chair 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. Members Only. For a 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 for 20 or more weeks. See par. 2240 for exceptions to call to active duty for training 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. **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. **Employees Only.** The employee's/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. **Members Only**. PCS and COT/IPCOT travel.

B. **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).

**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.

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**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's/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. **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. **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 (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 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 an 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) (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 (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. **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. **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 (Employees Only).** See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE (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 (Employees Only).** See Permanent Duty Travel.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Members Only).** Cost of maid service and fee for electricity.

**SERVICES.** See Uniformed Services.

### SHORT DISTANCE MOVE

A. **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. **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 (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 (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) (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. **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 member (other than a 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. **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 an 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.

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## 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](http://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

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## 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 MODE, USUAL (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 (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 an 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 (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 (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 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 (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 (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 A1 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 (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 (Employees Only).** All dates following the date an employee is separated from Federal Service.

**U.S. FLAG AIR CARRIER.** A U.S. flag 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. flag air carrier service also includes service provided under a code share agreement with a foreign flag air carrier IAW [Title 14, Code of Federal Regulations \(CFR\)](#) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**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 (Members Only).** Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

**APPENDIX A: DEFINITIONS & ACRONYMS**

**PART 2: ACRONYMS**

<u>Acronym</u>	<u>Meaning</u>
ADT	Active Duty for Training (Members Only)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (Members Only)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (Members Only)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (Members Only)
BAH	Basic Allowance for Housing (Members Only)
BAH-DIFF	Basic Allowance for Housing – Differential (Members Only)
BAH-RC	Basic Allowance for Housing - Reserve Component (Members Only)
BAH-T	Basic Allowance for Housing – Transit (Members Only)
BAS	Basic Allowance for Subsistence (Members Only)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (Members Only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Members Only)
CSRS	Civil Service Retirement System (Employees Only)
CTD	Civilian Travel Determination (Employees Only)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (Members Only)

<u>Acronym</u>	<u>Meaning</u>
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools <b>(Employees Only)</b>
DoDEA	Department of Defense Education Activity
DoD FMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals <b>(Members Only)</b>
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel <b>(Employees Only)</b>
FAM	Foreign Affairs Manual <b>(Employees Only)</b>
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System <b>(Employees Only)</b>
FHA	Federal Housing Administration <b>(Employees Only)</b>
FSH	Family Separation Housing <b>(Members Only)</b>
FSH-B	Family Separation Housing – BAH Based Location <b>(Members Only)</b>
FSH-O	Family Separation Housing – OHA Based Location <b>(Members Only)</b>
FTA	Foreign Transfer Allowance <b>(Employees Only)</b>
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance <b>(Employees Only)</b>
FVT	Family Visitation Travel <b>(Employees Only)</b>
FWS	U.S. Fish and Wildlife Service <b>(Employees Only)</b>
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
GOV	Government owned vehicle
Gov't	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals

<u>Acronym</u>	<u>Meaning</u>
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (Members Only)
HHT	House Hunting Trip (Employees Only)
HOR	Home of Record
HOS	Home of Selection (Members Only)
HP	Home Port (Members Only)
HSTA	Home Service Transfer Allowance (Employees Only)
IADT	Initial Active Duty for Training (Members Only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
ICW	In Connection With
IDT	Inactive Duty Training (Members Only)
IE	Incidental Expenses
*ILPP	*(DoD) Integrated Lodging Program Pilot
IPCOT	In Place Consecutive Overseas Tour (Members Only)
IRC	Internal Revenue Code (Employees Only)
IRS	Internal Revenue Service (Employees Only)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (Members Only)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (Employees Only)
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (Members Only)
LPQ	Living Pattern Questionnaire (Members Only)
LPS	Living Pattern Survey (Members Only)
*LQA	*Living Quarters Allowance (Employees Only)
LWOP	Leave Without Pay (Employees Only)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Auxiliary Radio System
MCO	Miscellaneous Charge Order
MEA	Miscellaneous Expense Allowance (Employees Only)
MHA	Military Housing Area (Members Only)
MIA	Missing in Action
MIHA	Move in Housing Allowance (Members Only)
MILAIR	Military Aircraft

<u>Acronym</u>	<u>Meaning</u>
MSC	Military Sealift Command <b>(Employees Only)</b>
MTF	Military Treatment Facility
MWD	Military Working Dog
NIST	National Institute of Standards and Technology <b>(Employees Only)</b>
NMA	Non-Medical Attendant
NOAA	National Oceanic and Atmospheric Administration ( <i>same as USNOAA</i> )
NSA	National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage ( <i>also referred to as Extended Storage</i> )
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance <b>(Members Only)</b>
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board <b>(Members Only)</b>
PHS	Public Health Service ( <i>same as USPHS</i> )
PLEAD	Place from Which Entered (or Called) to Active Duty <b>(Members Only)</b>
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
QTRS	Quarters
R&R	Rest and Recuperative Leave
RAT	Renewal Agreement Travel <b>(Employees Only)</b>
RC	Reserve Component
RDD	Required Delivery Date <b>(Members Only)</b>
RIT	Relocation Income Tax <b>(Employees Only)</b>
RPDCI	Retail Price Data Collection Instrument <b>(Members Only)</b>
RSC	Relocation Service Company <b>(Employees Only)</b>
SDDC	(Military) Surface Deployment and Distribution Command

<u>Acronym</u>	<u>Meaning</u>
SEA	Subsistence Expense Allowance <b>(Employees Only)</b>
SECDEF	Secretary of Defense
SES	Senior Executive Service <b>(Employees Only)</b>
SIT	Storage in Transit
SMA	Separate Maintenance Allowance <b>(Employees Only)</b>
SR&R	Special Rest and Recuperative Absence <b>(Members Only)</b>
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty ( <i>same as TDY</i> )
TCS	Temporary Change of Station <b>(Employees Only)</b>
TDRL	Temporary Disability Retired List <b>(Members Only)</b>
TDY	Temporary Duty
TEMDU	Temporary Duty ( <i>same as TDY</i> )
TEMDUINS	Temporary Duty Under Instruction ( <i>same as TDY</i> )
TLA	Temporary Lodging Allowance – OCONUS <b>(Members Only)</b>
TLE	Temporary Lodging Expense – CONUS <b>(Members Only)</b>
TMC	Travel Management Center ( <i>same as CTO</i> )
TMS	Travel Management System
*TO	*Transportation Officer
TQSA	Temporary Quarters Subsistence Allowance <b>(Employees Only)</b>
TQSE	Temporary Quarters Subsistence Expenses <b>(Employees Only)</b>
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses <b>(C)</b>
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses <b>(Employees Only)</b>
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ( <i>same as NOAA</i> )
USPHS	United States Public Health Service ( <i>same as PHS</i> )
USSM	Under Secretary of State for Management <b>(Employees Only)</b>
UTD	Uniformed Travel Determination <b>(Members Only)</b>
VA	Department of Veterans Affairs <b>(Employees Only)</b>
VAMC	Veterans Affairs Medical Center <b>(Members Only)</b>
VPC	Vehicle Processing Center
WAE	When Actually Employed <b>(Employees Only)</b>
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See App P1, par. A2.

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**APPENDIX E: INVITATIONAL TRAVEL**

**PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)**

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory. Refer to par. 1225, App E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JTR authority is invalid IAW par. 1000-C.*

**INVITATIONAL TRAVEL AUTHORIZATION**

Name \_\_\_\_\_ Travel Authorization Number \_\_\_\_\_

Address \_\_\_\_\_

Date Approved \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately Owned Conveyance

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Gov't is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.***

To arrange transportation call: ( ) \_\_\_\_\_

If you purchase transportation from a travel office (travel agency) not under contract to the Gov't, reimbursement is limited to the Gov't's cost on a constructed basis, for transportation that would have been arranged by a (Contracted) Commercial Travel Office (CTO) if available. If the contract between the Gov't and the CTO does not permit the CTO to arrange transportation for a traveler who is not a Gov't employee, reimbursement for transportation may not exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations (JTR), par. 3500.

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

You are authorized to travel by privately owned conveyance (POC) since it's to the Gov't's advantage. Reimbursement is at the rate of \$.575/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

**Receipts:** Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, App G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage: <http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (**NOTE below**); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE: The cost you incur for laundry/dry cleaning and pressing of clothing is included in the Incidental Expense portion of the per diem or actual expense allowance and is not separately reimbursable.***

The [JTR](#) is available on the [Defense Travel Management Office website](#).

Address any inquiries regarding this travel to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest, and is chargeable to:  
\_\_\_\_\_

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**APPENDIX F: CONSUMABLE GOODS ALLOWANCES**

**PART 1: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES**

A. **Members Only**

1. A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 lbs. of suitable consumable goods per tour-year (i.e., 12 month tour–1,250 lbs.; 18 month tour – 1,875 lbs., etc.).
2. Two consumable goods shipments (totaling 1,250 lbs.) per year are allowed if the consumable allowance is authorized.

B. **Employees Only**

1. An employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 lbs. of suitable consumable goods per tour-year (i.e., 12 month tour – 1,250 lbs.; 18 month tour – 1,875 lbs., etc.).
2. Two consumable goods shipments (totaling 1,250 lbs.) per year are allowed if the consumable allowance is authorized.
3. This allowance is in addition to the 4,500 lbs. weight allowance authorized in par. 5692.
4. In no event may the total weight of HHG transported and/or stored at Gov’t expense exceed 18,000 lbs..
5. The 18,000 lbs. includes the weight of HHG transported at Gov’t expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 lbs. per year.

D. Authorized Locations

<u>Country/City</u>	<u>Effective Date</u>
<b>Afghanistan</b>	
Kabul	
<b>Albania</b>	
Tirana	
<b>Algeria</b>	
Algiers	
<b>Angola</b>	
Luanda	
<b>Armenia</b>	
Yerevan	
<b>Azerbaijan</b>	
Baku	
<b>Bangladesh</b>	

**App F: Consumable Goods Allowances**  
**Part 1: Locations Having Consumable Goods Allowances**

**Appendix F1**

<u>Country/City</u>	<u>Effective Date</u>
Dhaka	
<b>Belarus</b>	
Minsk	
<b>Benin</b>	
Cotonou	
<b>Bolivia</b>	
La Paz	
<b>Bosnia &amp; Herzegovina, Federation of</b>	
<b>Botswana</b>	
<b>Bulgaria</b>	
Sofia	
<b>Burkina Faso</b>	
Ouagadougou	
<b>Burma</b>	
Rangoon	
<b>Burundi</b>	
Bujumbura	
<b>Cambodia</b>	
Phnom Penh	
<b>Cameroon</b>	
Douala	27 Jun 2012
Yaoundé	
<b>Cape Verde</b>	
Praia	
<b>Central African Republic</b>	
Bangui	
<b>Chad</b>	
N'Djamena	
<b>China</b>	
Beijing	
Chengdu	
Guangzhou	
Shanghai	
Shenyang	
Wuhan	27 Jun 2012
<b>Congo, Democratic Republic of the</b>	
Brazzaville	
Kinshasa	
<b>Cote d'Ivoire</b>	
Abidjan	
<b>Cuba</b>	

<u>Country/City</u>	<u>Effective Date</u>
Havana	
<b>Cyprus</b>	
Nicosia	
<b>Czech Republic</b>	
Vyskov	
<b>Djibouti</b>	
<b>East Timor (See Timor, L'Este)</b>	
<b>Ecuador</b>	
Quito	
<b>Equatorial Guinea</b>	
Malabo	
<b>Eritrea</b>	
Asmara	
<b>Estonia</b>	
<b>Ethiopia</b>	
Addis Ababa	
<b>Fiji</b>	
Suva	
<b>Gabon</b>	
Libreville	
<b>Gambia, The</b>	
Banjul	4 May 2014
<b>Georgia</b>	
Tbilisi	
<b>Ghana</b>	
Accra	
<b>Grenada</b>	
St. George's	
<b>Guinea</b>	
Conakry	
<b>Guyana</b>	
Georgetown	
<b>Haiti</b>	
Port Au Prince	27 Jun 2012
<b>India</b>	
Calcutta	
Chennai	
Kolkata	27 Jun 2012
Mumbai	
New Delhi	
<b>Indonesia</b>	

<u>Country/City</u>	<u>Effective Date</u>
<b>Ivory Coast</b> (See Cote d'Ivoire)	
<b>Kazakhstan</b>	
Almaty (Alma-Ata)	
Astana (Aqmola)	
<b>Kenya</b>	
Kisumu	27 Jun 2012
<b>Kyrgyzstan</b>	
Bishkek	
<b>Kosovo</b>	
Pristina	
<b>Laos</b>	
Vientiane	27 Jun 2012
<b>Latvia</b>	
Riga	
<b>Liberia</b>	
Monrovia	
<b>Libya</b>	
Tripoli	
<b>Lithuania</b>	
Vilnius	
<b>Macedonia</b> , the Former Yugoslav Republic of	
Skopje	
<b>Madagascar</b>	
Antananarivo	
<b>Malawi</b>	
Lilongwe	
<b>Mali</b>	
Bamako	
<b>Marshall Islands</b>	
Majuro	27 Jun 2012
<b>Mauritania</b>	
Nouakchott	
<b>Micronesia</b>	
Kolonia	
<b>Moldova</b>	
Chisinau	27 Jun 2012
<b>Mongolia</b>	
Ulaanbaatar	
<b>Montenegro</b>	
Podgorica	
<b>Mozambique</b>	

**App F: Consumable Goods Allowances**  
**Part 1: Locations Having Consumable Goods Allowances**

<u>Country/City</u>	<u>Effective Date</u>
Maputo	
<b>Namibia</b>	
Windhoek	24 Jan 2012
<b>Nepal</b>	
Kathmandu	
<b>Nicaragua</b>	
Managua	
<b>Niger</b>	
Niamey	
<b>Nigeria</b>	
Abuja	
Lagos	
<b>Norway</b>	
Bodo	
<b>Muscat</b>	
<b>Pakistan</b>	
Islamabad	
Quetta	
<b>Philippines</b>	
Manila	
<b>Poland</b>	
Bydgoszcz	
Szczecin	
Warsaw	
<b>Romania</b>	
Bucharest	
<b>Russia</b>	
Moscow	
St. Petersburg	
Vladivostok	
Yekaterinburg	
<b>Rwanda</b>	
Kigali	
<b>Senegal</b>	
<b>Serbia</b>	
Belgrade	
<b>Sierra Leone</b>	
Freetown	
<b>Slovakia</b>	
Trencin	
<b>Somalia</b>	

<u>Country/City</u>	<u>Effective Date</u>
Mogadishu	
<b>Sri Lanka</b>	
Colombo	
<b>Sudan</b>	
Khartoum	
<b>Suriname</b>	
Paramaribo	
<b>Syria</b>	
Damascus	
<b>Tajikistan</b>	
Dushanbe	
<b>Tanzania</b>	
Dar es Salaam	
<b>Thailand</b>	
Udon	27 Jun 2012
<b>Timor, L'Este</b>	
Dili	27 Jun 2012
<b>Togo</b>	
Lome	
<b>Turkmenistan</b>	
Ashgabat	
<b>Uganda</b>	
Kampala	
<b>Ukraine</b>	
Kiev	
<b>Uzbekistan</b>	
Tashkent	
<b>Venezuela</b>	
Caracas	
<b>Vietnam</b>	
Hanoi	27 Jun 2012
Ho Chi Minh City	27 Jun 2012
<b>Yemen</b>	
Sanaa	
<b>Zaire (See Congo, Democratic Republic of the)</b>	
<b>Zambia</b>	
Lusaka	
<b>Zimbabwe</b>	
Harare	27 Jun 2012

**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION  
 DECISION SUPPORT TOOLS**

**PART 1: TRAVEL PURPOSE IDENTIFIERS**

Travel Purpose Identifier Codes	Purpose
1. Mission (Operational)	Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler’s day-to-day operational or managerial activities, as defined by the agency, to include, but not limited to: a/an hearing, site visit, information meeting, inspection, audit, investigation, and examination.
2. Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. ”Training” means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency’s mission and performance goals. “Conference” may also apply to training activities that are considered to be conferences, when: (a) the announced purpose of the conference is educational or instructional; (b) more than half of the time is scheduled for a planned, organized exchange or information between presenters and audience which meets the definition of training; (c) the content of the conference is germane to improving individual and/or organizational performance, and (d) development benefits will be derived through the member/employee attendance. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference – Other than Training). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.
3. NO LONGER USED	
4. Conference -- Other than Training	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
5. Relocation	Travel performed in connection with a transfer from one PDS to another (same as a PCS move) for member/employee/dependent, as applicable. This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. Examples: PCS moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
6. NO LONGER USED	

<b>Travel Purpose Identifier Codes</b>	<b>Purpose</b>
7. Special Agency Mission Travel	Travel to carry out a special agency mission (e.g., non-combat military units) and/or perform a task outside the agency’s normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details; security missions (to a person or shipment such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees; and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
8. Emergency Travel	*Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention. To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the traveler’s home. Emergency travel also includes travel for medical care while traveler is TDY away from the PDS, death of a traveler/immediate family member when performing TDY, medical attendant transportation, assistance travel for a traveler with special needs, as well as travel for threatened law enforcement/investigative travelers. In the case of a member, the provisions of par. 7010 or 7015 apply. For employees, the provisions of par. 7020 or 7025 apply, which are far more extensive.

**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION  
 DECISION SUPPORT TOOLS**

**SECTION 3C: RESTRICTED AIRFARE CHECKLIST FOR AOs**

(See par. 3500-A1)

See the [DTMO website](#) for an electronic version of this document.

A. General

1. Existing DoD travel policy allows the use of restricted airfares available to the general public.
2. The AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

B. Checklist

<b>Prior to booking travel arrangement(s), please review the following questions.</b>			
<u>No.</u>	<u>Item</u>	<u>Yes</u>	<u>No</u>
1.	Is the traveler’s departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler’s mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit?  Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements.		
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by \$200 or more on a U.S. domestic flight, or \$300 on an International flight since these amounts are the change/cancellation fee charges)?  <b>Example:</b> \$475 Round Trip Unrestricted Fare; Nonrefundable fare is \$200. Question is whether AO should approve restricted fare of \$200, knowing a change fee is \$200. Answer is yes since \$200 + \$200 = \$400 which is still less than \$475. For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).		

C. Restricted Airfare Determination

1. If the AO answers “NO” to any question, the traveler is not a good candidate for a restricted airfare.
2. If the traveler meets the above criteria, he/she is ready to book a restricted airfare reservation.
3. Most restricted airfares carry rules and penalties for changes and cancellations after ticketing, which could result in additional costs. Refer to the airline’s website for specifics.
4. Restricted airfares, like any other airfare for official Gov’t travel, must be purchased through the CTO (and not through an on-line booking service).

D. Limitations and Restrictions

1. Par. 3045-E applies if a Gov't CTO or in house service is not available.
2. If a restricted airfare is approved by the AO, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed/cancelled for any official reason.

**Approved**

**Disapproved**

\_\_\_\_\_  
**Approving Official's Name**

\_\_\_\_\_  
**Approving Official's Signature**

\_\_\_\_\_  
**Date**

## APPENDIX K

## OVERSEAS HOUSING ALLOWANCE (OHA)

**MEMBERS ONLY****PART 1: GENERAL INFORMATION**

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**Par.    Contents**

- A.    General
- B.    Rental Allowance
- C.    Utility/Recurring Maintenance Allowance Expenses
- D.    Move-In Housing Allowance (MIHA)
- E.    Fixed Exchange Rate
- F.    OHA Computation Steps
- G.    Examples
- H.    OHA and Living Quarters Allowance (LQA) Paid Concurrently

**PART 2: BRIEFING SHEET**

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- A.    OHA Overview
- B.    Required Form(s) Submission
- C.    Rental Allowances
- D.    Utility/Recurring Maintenance Allowances
- E.    Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
- F.    Rental Advances

**PART 3: MOVE-IN HOUSING ALLOWANCE (MIHA) MISCELLANEOUS EXPENSES**

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**Table    Contents**

- I    Reportable MIHA Miscellaneous Expense Items
- II    Non-Reportable MIHA Miscellaneous Expense Items

**PART 4: RENTAL ADVANCE PROTECTION**

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- I    Countries *Currently* Authorized OHA Rental Advances
- II    Countries *Previously* Authorized OHA Rental Advances

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## APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

### PART 1: GENERAL INFORMATION

#### **MEMBERS ONLY**

*For App K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the [DTMO website](#).*

#### A. General

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

- a. Rent,
- b. Utility/recurring maintenance expenses, and [DTMO website](#).
- c. Move in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

- a. The member's reported rental amount, up to the locality OHA rental allowance, plus
- b. The appropriate utility amount based on the member's status.

3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the [DTMO website](#). The following information applies to all OHA tables:

- a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).
- b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
- c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
- d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependents residing in private sector housing. See [DTMO website](#). The OHA program is designed to cover actual rental costs for 80% of the assigned members.

1. With Dependent. When computing allowable rent for a member with dependent, the amount is the lesser of the member's reported rent under par. 10022 and the maximum allowable rent for the member's grade at the PDS locality. If *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is *added* to the rental allowance portion before comparison with the member's actual rent. See this par. F, for calculation examples.

2. Without Dependent. When computing allowable rent for a member without dependent, the amount is the lesser of the member's reported rent under par. 10022 and 90% of the maximum allowable rent for the member's grade at the PDS locality. If *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is **added** to the rental allowance portion before comparison with the member's actual rent. See par. F for calculation examples.

C. Utility/Recurring Maintenance Allowance Expense. The [utility/recurring maintenance allowance](#) found in the OHA locality tables at <http://www.defensetravel.dod.mil/site/oha.cfm> is based on member reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. 10024.

D. Move In Housing Allowance (MIHA)/Miscellaneous. The [MIHA/Miscellaneous amount](#) indicated on the locality tables (see [DTMO website](#)) is based on average member reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See App N for specific MIHA information. App K3 includes a list of reportable move in expenses. The allowable MIHA is computed as prescribed in par. 10026.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

1. Step 1. Determine the member's monthly rent from par. 10022.

2. Step 2. Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member without dependent, multiply the with dependent rate by 90%. If rent includes *all* utilities (block 7b checked on DD Form 2367), *add* the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes *some* but *not all* utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.

3. Step 3. Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. 10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

a. Rent includes *all* utilities (block 7b checked on DD Form 2367): The member receives **no** separate utility/recurring maintenance allowance; however, this allowance **is added** to the rental allowance determined in Step 2.

b. Rent includes *no* utilities (block 7a checked on DD Form 2367): A member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A member without dependent (not a sharer) receives 75% of the with dependent utility/recurring maintenance allowance. A sharer (as defined by par. 10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes *some* utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., to determine the percentage of utility/recurring maintenance allowance payment. The amount the member **does not receive** is added to the maximum rental allowance determined in Step 2.

4. Step 4. Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is *less* than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is *greater* than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

G. Examples. *The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.*

1. Example 1

a. Situation. A member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the member's grade is \$425, the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's *utility point score* is 5.

b. Computation

(1) Step 1. The member's monthly rent is \$450.

(2) Step 2. Determine the maximum rental allowance for the member from the OHA locality table <http://www.defensetravel.dod.mil/site/oha.cfm>. For this example the rental allowance is \$425.

(3) Step 3. Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology contained in par. 10024, the member has a *utility point score* 5 (the electricity (3 points) and the air conditioning (2 points)) *are not* provided by the landlord). Therefore, the member receives the *full* utility/recurring maintenance allowance of \$120.

(4) Step 4. Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is \$510. Additionally, the member has a reimbursable rent related expense equal to one month's rent (\$450, see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

(5) Step 5. Compare the member's rent of \$450 (from Step 1) to member's maximum rental allowance of \$425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the \$425 as the member's maximum rental allowance.

(6) Step 6. Add the member's maximum rental allowance of \$425 (from Step 5) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545. The member's monthly OHA is \$545. Additionally, the member receives a one-time payment of \$960 under MIHA (from Step 4).

2. Example 2

a. Situation. Three enlisted members (without dependent) share a house with an employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the members' *utility point score* is 8.

b. Computation

(1) Step 1. Determine each sharer's (member's) rent. IAW par. 10000-A there are four sharers, therefore each member's rent is \$450 ( $\$1,800 \div 4 = \$450$ ).

(2) Step 2. Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for a member with dependent is \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a member without dependent may receive up to 90% of the with dependent allowance. The appropriate maximum rental

allowances for the E-7, E-5 and E-4 respectively are \$675 ( $\$750 \times .90 = \$675$ ); \$599 ( $\$665 \times .90 = \$599$ ); and \$450 ( $\$500 \times .90 = \$450$ ).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the members' total *utility point score* is 8, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) utility/recurring maintenance allowance portion is \$40 ( $\$160 \div 4 = \$40$ ).

(4) Step 4. Each member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

(5) Step 5. Compare each member's rent of \$450 (from Step 1) to each member's maximum rental allowance, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is \$450.

(6) Step 6. To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each member, the total amount is \$490 ( $\$450 + \$40 = \$490$ ). Each member's monthly OHA is \$490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of \$360.

### 3. Example 3

a. Situation A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is \$1,100. The maximum rental allowance for an O-4 is \$600, and for an O-2 is \$500. The utility/recurring maintenance allowance is \$180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' *utility point score* is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

#### b. Computation

(1) Step 1. Determine each member's monthly rent. IAW par. 10000-A each member is considered a sharer and each (sharer's) member's rent is \$550 ( $\$1,100 \div 2 = \$550$ ).

(2) Step 2. Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is \$600 for the member in grade O-4, and \$450 for the member in grade O-2 - 90% of the with dependent allowance of \$500 ( $\$500 \times .90 = \$450$ ).

(3) Step 3. Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the members' total *utility point score* is 7, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$90 ( $\$180 \div 2 = \$90$ ).

(4) Step 4. Compare each member's rent of \$550 (from Step 1) to each member's maximum rental allowance of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the member in grade O-4 and \$450 for the member in grade O-2.

(5) Step 5. Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is \$640 ( $\$550 + \$90 = \$640$ ) and for grade O-2 the total is \$540 ( $\$450 + \$90 = \$540$ ). The monthly OHA allowance for the member in grade O-4 is \$640 and for the member in grade O-2 is \$540.

### 4. Example 4

a. Situation. A member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. 10000-A. The member is authorized a Family Separation Housing (FHS-O)

Allowance under par. 10414. The amount of FSH-O is the same as a member without dependent receives as OHA under the same conditions. The maximum rental allowance for the member's grade is \$725, the utility/recurring maintenance allowance is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

b. Computation

(1) Step 1. The member's rent is \$600.

(2) Step 2. Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is \$725. An unaccompanied member without dependent may receive up to 90% of the with dependent amount for a maximum rental allowance of \$653 ( $\$725 \times .90 = \$653$ ).

(3) Step 3. Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75% of the full amount or \$120 ( $\$160 \times .75 = \$120$ ). The member's *utility point score* is 2; therefore, the member is authorized 25% of \$120, or \$30 ( $\$120 \times .25 = \$30$ ). The utility/recurring maintenance allowance remainder (\$90) is *added* to the member's rental allowance of \$653 (Step 2) for a derived rental allowance of \$743 ( $\$653 + \$90 = \$743$ ).

(4) Step 4. Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the member has a rent related expense of \$1,200 equivalent to two months of rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ( $\$625 + \$600 = \$1,225$ ).

(5) Step 5. Compare the member's rent of \$600 (from Step 1) to member's derived maximum rental allowance of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the member.

(6) Step 6. Add the member's rental amount of \$600 (from Step 5) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ( $\$600 + \$30 = \$630$ ). The member's monthly OHA allowance is \$630. Additionally, the member is authorized a one-time MIHA payment of \$1,225 (from Step 4).

\*H. OHA and Living Quarters Allowance (LQA) Paid Concurrently. See par. 10036.

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## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. See Chs 1- 4 for further details.*

#### T4000 INTRODUCTION

A. Application. In this App:

1. Except where differences are identified, the allowances and responsibilities apply equally to a member and an employee and any other non DoD Gov't employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
  - a. Controls the mission,
  - b. Authorizes the trip, and,
  - c. Controls funds for TDY travel (App A1).

B. Common TDY Travel Types. This App:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a/an member, employee and any non-DoD Gov't employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
  - a. Travel for business,
  - b. Travel for schoolhouse training,
  - c. Deployment or personnel traveling together via no/limited reimbursement, and,
  - d. Certain travel under special circumstances.
3. Is used ICW the JTR where more detailed allowances are prescribed.
4. Is to be used for ITAs. Also see App E.

C. Special Circumstances and Categories Travel. See Ch 7, not this App, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in par. 2240-B) and active duty for other

than training for more than 180 days at one location, except when due to unusual circumstances per diem is authorized IAW par. 7355-F.

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through DTS.*

E. Evacuations. See Ch 6.

#### T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THE JTR

Commands/units are expected to take appropriate disciplinary action when a traveler/AO fails to follow the JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (member), or other personnel means (employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

#### T4010 REIMBURSEMENT RATE

Rates for private conveyance mileage reimbursement rates are in par. 2600. Gov't dining facility/mess food and operating expense rates are found in App A1, Government Meal Rate. Per diem rates by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

#### T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

#### B. Traveler Rights and Responsibilities

1. A traveler must follow and use good judgment in incurring official travel related expenses, as if traveling using personal funds (see par. 2000).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO or in-house travel arranger per par. 2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
  - a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (**NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.**),
  - b. Must use economy/coach accommodations for all official Gov't funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in par. 3510. Reason for use examples, when authorized/approved:

- (1) Medical reasons – See par. 2110-J, or

- (2) Mission requirement - TDY mission timing requires 'other than economy/coach'. When 'other than economy/coach' TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed," 'other than economy/coach' transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See par. 4415.
- c. Must **not** use foreign flag transportation, even if U.S. flag carrier fares are higher,
- d. Who uses other than economy/coach or a foreign flag transportation presumably at Gov't expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoD FMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" (<http://www.dtic.mil/comptroller/fmr/>).
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the Gov't would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JTR addresses "reimbursable" allowances funded by the Gov't. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional Gov't cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- b. Promotional Materials/Benefits
- (1) A traveler on official business traveling at Gov't expense agency (App A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- 2) The promotional material must be obtained under the same terms as those offered to the general public or to a class consisting of all Government employees or members, whether or not restricted on the basis of geographic consideration and must be at no additional Gov't cost. Examples include vendor provided complimentary upgrades to rooms or transportation accommodations and upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered Gov't property, and may only be accepted on the Gov't's behalf.

(4) Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

c. Seat Relinquishing

(1) Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or reimbursable) may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

(2) Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the Gov't (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/Agency directives.

d. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the Gov't for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, P. L. 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

10. Each traveler must be treated as an honest, responsible customer, and must follow the JTR. The DoD FMR, Vol. 9, and par. 2705, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

#### 1. Mandatory Policy

\*a. It is mandatory DoD policy that all members and employees use DTS using the DTS Reservations Module for all official commercial transportation and lodging requirements. When DTS is not available or commercial lodging at the TDY location cannot be found in DTS, an available DTMO-contracted CTO or a GSA-contracted TMC (when a DTMO-contracted CTO is not available) must be used ([CBCA 2956-TRAV, 31 January 2013](#)). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO or GSA-contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at Gov't expense without prior proper authority (see pars. 2400, 3500, 3600, and 3650 for exceptions).

b. ***A command must not permit a CTO to issue a YCA airfare purchased at Gov't expense to a traveler when a \_CA airfare is available and the AO determines that a \_CA airfare meets mission needs.***

***NOTE: This does not establish the \_CA as the basis for policy constructed airfare – that remains the YCA airfare.***

2. Service Issuances. DoD Component/Service issuances address CTO use.

3. Failure to Follow Regulations/Issuances. A command/unit is expected to take appropriate:
  - a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning CTO use (par. T4005).
  - b. Action for reimbursement to the Gov't when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a \_CA airfare available that meets mission needs. (CBCA 1511-TRAV, 7 May 2009.)
  - c. Disciplinary action for **willful** violations and may be in the form of counseling (oral/written), or non-judicial action (member), or other personnel means (employee). Action must **not** be through refusal to reimburse (par. T4025-A4 when reimbursement is **not** allowed.)
4. Reimbursement Not Allowed. Reimbursement is **not allowed** when the traveler does not follow the JTR for foreign flag carriers (par. T4025-C).

#### B. Requirements

1. When making travel arrangements, the traveler should use the following in priority order:
  - \*a. DTS. Travelers will use the Reservations Module to make commercial lodging and transportation arrangements.
  - \*b. Services available at a DTMO-contracted CTO (or GSA-contracted TMC in the absence of a DTMO-contracted CTO), or
  - \*c. In-house travel offices.

***\*Note: Travelers, ordered to execute long term TDY on a flat rate per diem basis IAW par. 4250, who cannot make long term lodging arrangements individually shall contact the CTO to find adequate lodgings within the parameters of par. 4250.***
2. All travel arrangements must be made IAW:
  - a. [DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007](#); and
  - b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must **not** be authorized/approved unless the conditions in par. T4060-B3 are met (see par. 3525-H).

#### D. Transportation Reimbursement

- \*1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation and/or lodging cost is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO ([CBCA 2956-TRAV, 31 January 2013](#)).
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY CONSTRUCTED AIRFARE (App A1) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

***\*Note: The cost paid by the Gov't for Gov't/Gov't procured transportation and/or lodging, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation and/or lodging. A CTO transaction fee incurred by a member/employee is reimbursable under App G. When an available CTO is not used and no transaction fee is included in the Gov't/Gov't procured transportation and/or lodging, the***

*transaction fee for personally procured transportation and/or lodging from other than a CTO may be reimbursed NTE the Gov't/Gov't procured transportation cost.*

#### **T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)**

A. Transportation Mode. The AO may direct travel by a transportation specific mode (e.g., Gov't or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost. No other costs are added to the computation.***

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S. flag carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. flag carriers, or business (but not first) class accommodations (see par. 4415-***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in pars. 3510, and 3620 (trains only), may authorize/approve business or first class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized rental vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per par. 2400, when the CTO is available. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW App G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***
4. Mandatory rental car insurance coverage required in foreign countries.
5. An approved claim for damage to a rental vehicle, while the rental vehicle is being used for official business, is reimbursable to either the traveler or the rental car vendor and shown as a reimbursable expense. The claim must be adjudicated as payable per the DoD FMR, Volume 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service issuances for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement for rental car use is limited to the POC mileage rate in par. 2600 for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

***NOTE 1: A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented [CBCA 2956-TRAV, 31 January 2013](#).***

***NOTE 2: Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

***NOTE 3:*** Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Gov't when rented for official Gov't travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't, and should not be rented for official Gov't travel. Usually, there is at least one vendor listed that has a vehicle available for official Gov't travel and this vendor should be used.

D. Gov't Transportation

1. The TO arranges international Gov't airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Gov't ground transportation. (Within the Navy, GOVs are obtained directly from the providers, ordinarily Public Works.) Use Gov't transportation only for official business to commute to/from the traveler's: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use Gov't servicing for the vehicle whenever possible. When Gov't servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the Gov't's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s) as appropriate. Reimbursement is authorized for parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route. If the AO does not authorize/approve POC use as being to the Gov't's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile NTE the constructed cost of AO authorized transportation (e.g., commercial plane). ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*** See par. 4710-C. In either case (to the Gov't's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for members. For distance determination (DTOD requirements), see par. 2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less roundtrip (400 miles one way) at its discretion.***

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty ([CBCA 3211-TRAV, 30 July 2013](#)). ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business class accommodations at Gov't expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, Gov't, or POC used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Gov't/Gov't procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV (other than Gov't/Gov't procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended TDY. A traveler on extended TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the roundtrip transportation and en route per diem is authorized, but limited to the amount of per diem the Gov't would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity controlled city pair airfare (\_CA), if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy constructed airfare (see App A1). **No other costs are added to the computation.** See par. 4710-C. City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals see pars. 3310, 3315-A, 3320-B, , Ch 3, Part D, NOTE, and 4780.

#### **T4040 LIVING EXPENSES (PER DIEM)**

The Lodging Plus computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel related reimbursable expenses (App G) if the AO authorizes/approves them as appropriate to the mission.

##### A. Lodging Overnight Required - Business Travel Standards

###### 1. Sleeping

- a. The cost estimate for lodging should include tax.
- b. Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Gov't Qtrs availability (e.g., using Service/Agency procedures) at (**not near**) the U.S. Installation to which assigned TDY.
- c. Gov't Qtrs availability/non-availability must be documented as in par. 2570-A.
- d. If a member uses other lodgings as a personal choice, lodging reimbursement is NTE the Gov't Qtrs cost on the U.S Installation to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).
- e. The member is not required to check for Gov't Qtrs availability when TDY to a foreign installation unless directed by competent authority in the orders.

2. *Per diem cannot be limited based on the presence of ‘nearby’ Gov’t Qtrs (i.e., not on the U.S. Installation to which the member is assigned TDY but on another ‘nearby’ U.S. Installation or other uniformed facility or elsewhere). The non-availability indicated in par. 2570-A is required only for Gov’t Qtrs ‘on’ the U.S. Installation at which the member is assigned TDY.*

***NOTE:*** *The member is not required to seek (or check for) Gov’t Qtrs when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking Qtrs availability is a onetime requirement at a TDY U.S. Installation. (Example: A member who is required to check Qtrs availability at a U.S. Installation, does so, and documents non-availability cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period) IAW par. 2570-A.*

### 3. Employee

- a. Except when TDY to an Integrated Lodging Program Pilot location, IAW par. 1265, an employee may not be ordered/required to use Gov’t Qtrs, nor may the lodging reimbursement be limited to the Gov’t Qtrs cost.
- b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for Gov’t Qtrs availability, and is encouraged to use those Qtrs when TDY to a U.S. Installation.
- c. The proper authority under par. 4095-C may prescribe a reduced per diem rate based on the Gov’t Qtrs cost and other considerations.
- d. Reduced per diem rates can be established only before travel begins.
- e. The head of a DoD Component (App A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD Component’s headquarters, and may not be re-delegated.
- f. In the absence of a reduced or no per diem authority on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.
- g. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are **not reimbursable**. *Effective 1 October 2014.*

### 4. Commercial Lodging Reimbursement

- a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.
- b. If only lodgings that cost more than the published maximum rate are available, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 (for M&IE) = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.
- c. Under special or unusual circumstances a member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** (47 Comp. Gen. 127 (1967)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for ***only a member***. See par. 4335. The traveler is personally financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

***NOTE 1:*** Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging expense except when MALT Plus per diem for POC travel is paid to a member. The locality per diem [lodging ceiling \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in CONUS and in a non-foreign OCONUS area does not include lodging tax.

***NOTE 2:*** Tax paid on lodging at a foreign area is not separately reimbursable. The locality per diem [lodging ceiling \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in a foreign OCONUS area includes lodging tax.

***NOTE 3:*** The TDY locality per diem rate is used for computation. However, if neither Gov't Qtrs nor commercial lodging is available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging facility location.

d. Long-Term TDY Flat-Rate Per Diem. See JTR par. 4250.

5. Lodging with a Friend or Relative

a. Applicable to a Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

b. Applicable to an Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

***NOTE 1:*** ***If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply.*** GSBCA 14398-TRAV, 24 Feb 1998.

***NOTE 2:*** ***Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence.*** GSBCA 15600-TRAV, 7 March 2002.

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

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible (for long term TDY (over 30 days) see JTR, par. 4250). When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

b. Allowable Expenses When a Residence is Purchased and Used for TDY Lodging:

**Employees** – IAW FTR §301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see pars. 4160-A and 4165-B.

**Members** – reimbursement for mortgage interest and property taxes under this paragraph is not allowed under orders issued on/after 1 January 2012. ***Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed.*** For members under orders that were issued before 1 January 2012 who purchased a dwelling before 1 January 2012, reimbursement may be claimed until the order expires to include all extensions to the existing order, limited to the following conditions:

Allowable expenses are the monthly:

- (1) Mortgage interest;
- (2) Property tax; and
- (3) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges, not to include entertainment utilities (e.g., cable, TV, telephone).

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total lodging per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (see Ch 4, Part C) is authorized/approved. Par. 4155 does not apply when the residence is purchased.***

**NOTE:** ***A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSBGA 16699-TRAV, 17 August 2005.***

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (**B-254626, 17 February 1994**).

8. On-Line Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. **Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):**

- a. Daily hotel room costs;
- b. Daily hotel taxes; and
- c. Daily miscellaneous fees, if applicable.

9. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

<u>Example</u>	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for members, the AO specifies one of two other meal rates based on Gov't dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A Gov't dining facility/mess is available only if: Gov't Qtrs on a U.S. Installation are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A Gov't dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). **The meal rate established cannot be reduced after the fact except for a free meal as described in par. T4040-A9c below.**

***NOTE: In circumstances in which adequate Gov't Qtrs are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the Gov't Qtrs are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the Qtrs are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical Qtrs 'availability' to reduce the locality meal rate to GMR/PMR.***

c. When the Gov't purchases at least one or two meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect

per diem. A meal served on a common carrier is not "purchased by the Gov't." The traveler must indicate on the Trip Record how many meals were purchased by the Gov't and for which dates.

***NOTE 1: If all three meals are provided, only the IE for that day is payable.***

***NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.***

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. See pars. 4210 and 4205-B5 when a charge for meals is added to the lodging cost.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

#### 10. Incidental Expenses (IE)

##### a. General.

(1) The traveler is paid an IE allowance, for things such as the cost of tips and laundry (in some instances), incurred while in a travel status. This is the IE part of the M&IE.

(2) The daily IE in CONUS is \$5.

(3) The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the traveler is TDY to a U.S. Installation and Gov't Qtrs on that U.S. Installation are available for a member or used by an employee. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

(4) The AO may determine \$3.50 is:

(a) Adequate when the traveler is not lodged on a U.S. Installation, or

(b) Not adequate when the traveler is lodged on a U.S. Installation and authorize the locality IE rate.

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

#### B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Gov't Qtrs use by a member is directed and if one of the two M&IE rates based on Gov't dining facility/mess availability is appropriate. ***Gov't Qtrs use may not be directed for an employee. See par. T4040-A3.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires Gov't dining facility/mess use. When EUM applies, a member receives the IE amount; an employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A4b if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and an employee pays the food cost and operating expense. An employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; an employee also pays for food. An employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or COCOM Commander or JTF commander for a joint deployment, determines that Gov't dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. An employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The COCOM or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the COCOM or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the COCOM Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The COCOM or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). The COCOM or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.***

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since Gov't Qtrs and dining facility/mess are provided. An employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by Gov't ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Gov't meals. The AO may establish a per diem allowance equal to the daily expenses.

c. ***Employee Only.*** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of Qtrs on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

5. Long Term TDY (Over 30 Days). See JTR, par. 4250.

6. COCOM/Joint Task Force Operations TDY Options

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
<b><u>Subsist Ashore</u></b>			
Regular TDY	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Gov't Qtrs and Gov't Meals – Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR <u>1</u>
	Gov't Qtrs and Gov't Meals – Temporary Gov't. Installation or Temporary Dining Facilities/Mess Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at Discount GMR <u>2</u>
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals ( <b>In AOR only</b> )	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR <u>Employees Only</u>
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR <u>Employees Only</u>
<b><u>Subsist Aboard U.S. Gov't Ship 3</u></b>			
TDY	Gov't Qtrs and Gov't Meals	None	Employee Pays for Meals <u>4</u> <u>Employees Only</u>

**FOOTNOTES:**

1 Full GMR = Food costs plus operating expenses.

2 Discount GMR = Food costs only.

3 Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)

4 See par. 4110, item 8 when an employee is required to pay for meals aboard a Gov't vessel.

**NOTE: For BAS DoD FMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.**

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
  - b. If travel is in the local area (see par. 2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
  - c. See par. 4780 for travel to/from a transportation terminal.
  - d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
  - e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
  - f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
  - g. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
  - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
  - i. For distance determination see, par. 2650-A (DTOD requirements).
2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. **No per diem is authorized when TDY is for 12 or fewer hours.** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a member spends more than the cost of normal meal arrangements during travel outside the PDS limits. **See par. 4230 for occasional meals authority.**

**NOTE: Mission related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.**

E. Reimbursable Expenses. See App G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,

- d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
  4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
  5. The traveler must note the required miles driven.

#### **T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))**

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return home. See par. 7650 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in par. 2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is an RC member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authority for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authority for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize roundtrip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both Gov't Qtrs and Gov't dining facility/mess are available; however, the member is authorized reimbursement for the Gov't Qtrs cost. If Gov't Qtrs and/or Gov't dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both Gov't Qtrs and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. 2800) of the assigned unit or home. If required to occupy transient Gov't housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;
3. ADT (other than schoolhouse) for fewer than 140 days or active duty for other than training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active duty for other than training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. 2800, but not less than 150 miles one way, by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. T4045-G2.

1. Eligible Member. A Ready Reserve Select Reserve member (**and not just any** RC member) must be:
  - a. Qualified in a skill designated as critically short by the Service Secretary;
  - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. **Reimbursement.** The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip (37 USC §478a(c)).*

a. **Transportation.** When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

b. **Lodging and Meals.** The actual cost of the member’s lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality [per diem rate](#).

**NOTE 1:** *Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging reimbursement. The locality [per diem rate](#) lodging ceiling (in CONUS and in a non-foreign OCONUS area does not include lodging tax.*

**NOTE 2:** *Tax paid on lodging at a foreign area is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.*

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
Annual Training (AT) 5	Par. T4030 applies.	Not authorized if Gov’t Qtrs & dining facility/mess available; otherwise par. T4040 applies. 6, 7
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6, 7
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t Qtrs & dining facility/mess available.
Member commutes or AO determines member can commute.	See par. T4030-E applies for one roundtrip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
ADT for fewer than 140 days/active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies,	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
for more than 180 days.		

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
Situation 2	Transportation 3, 4	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or Qtrs may be authorized/ approved (par. T4040-C) for travel days only 8.

**FOOTNOTES**  
(Tables 1 and 2)

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see par. 7665).

2/ Except as noted in par. 2240.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one roundtrip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Gov't Qtrs for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

<b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1, 2, 3</b>		
<b>Situation</b>	<b>Transportation</b>	<b>Per Diem</b>
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. <b>4</b>	May be authorized reimbursement under par. T4040-F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<i><b>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</b></i>		

**FOOTNOTES  
(Table 3)**

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or home for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

**T4050 TAKING A TYPICAL BUSINESS TRIP**

A. Before the Trip

- 1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
- 2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

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

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. See par. T4040-A8 for a *'hotel' receipt from an online booking agent*.

#### C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

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

5. Lost/Stolen/Unused Paper Tickets. See, par. 2715-A. The traveler:

a. *Must safeguard issued paper tickets, carefully at all times;*

b. Must immediately report a lost/stolen paper ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the Gov't has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the Gov't is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. ***NOTE: SF 1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is***

*usable, if authorized in Service issuances, ICW turning in unused tickets.*

## T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JTR. For an employee, the AO must determine the travel purpose (see App H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using Gov't negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JTR.

### B. What's Allowable and Not Allowable

#### 1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city pair flight use. App P. ***Regulations applicable to the Contract city pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2.***

2. Authorizing Business class Transportation Accommodations. Only the officials listed in pars. 3510-A and 3620 (trains only) may authorize/approve business class accommodations use (two star level or civilian equivalent). Examples of reasons for use of business class accommodations are found in par. 3520-C, and must be recorded on the Trip Record.

a. If business class seating is provided at Gov't expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Gov't expense.

b. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

c. The 14 hour rule only (see par. 3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business class transportation should not be provided.

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

e. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to

authorize/approve a rest stop or an upgrade.

f. 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, and PHS), an employee, or their dependents. A member, an employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S. Flag Carriers. Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the Gov't funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). See par. 3525-D. *U.S. flag carriers are not "available"* if:

- a. Use of a U.S. flag air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S. flag air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non U.S. flag air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non U.S. flag air carrier is three hours or less and travel by a U.S. flag air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S. flag air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S. flag air carrier while less than first class accommodations are available on a non U.S. flag air carrier; or
- g. Air transportation on a non U.S. flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.**

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

**NOTE 2:** *When using code share flights involving U.S. flag air carriers and non U.S. flag air carriers, the ticket must be issued through the U.S. flag air carrier. If the ticket is issued through the non U.S. flag air carrier is used on the ticket, the ticket is considered to be a non U.S. flag air carrier and a non-availability of U.S. flag air carrier document is needed.*

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel. See App P, Part 2, par. E.** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Gov't. For an employee, par. 4020-B applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

## 5. Lodging Selection

a. Lodging Arrangements. The AO should approve lodging arrangements arranged IAW Service/Agency procedures to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW par. 3330-C1.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For an employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

## 8. Phone Calls to Home or Family during TDY

a. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable***.

b. Gov't owned/leased services should be used for official communications.

c. See Ch 2, Part M.

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (par. 4580), or a small amount of HHG for a member (par. 4500) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in Ch 4, Part E.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no Gov't dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JTR Introduction under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A13e for more on reduced per diem for employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Gov't property when authorizing per diem is the only method to handle the situation; and,
- b. To a member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See par. 7815, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a COCOM, authorizes an extension. See JTR Introduction for the Service points of contact. ***An employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a member (except as noted in par. 2240).
- b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active duty for other than training at one location, travel and transportation allowances are payable under Ch 5, as for PCS for an RC member unless the call to active duty for other than training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW Ch 4 Part K. Private vehicle mileage is reimbursed under par. 5006.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See Ch 5, Part B13.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per

diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither Gov't Qtrs nor commercial lodging is available. This applies only when the locality per diem rate for the lodging facility location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

#### T4070 TDY GLOSSARY

Must, Shall, Should, May, Can, Will. See **Helping Verb Forms** in App A1.

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**APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY**

**PART 1: DoD MEMBERS**

**NOTE:** For NOAA, see App Q2.

- A. Tour Length Establishment. A tour length is established IAW [DoDI 1315.18](#), par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW [DoDI 1315.18](#), par. E.3.1. **Do not submit a tour length change proposal to PDTATAC.**
- C. Tour Length Exception. The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See [DoDI 1315.18](#), par. E.3.1.1 (12 January 05).
- D. Reserve Component Exception. RC members authorized PCS allowances IAW pars. 7355-E2b or 7355-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned IAW OSD/OEPM 29 August 2013 email.
- E. Tour Lengths. The following are OCONUS tour lengths *for a DoD member only (other than a DoD Attaché):* [DoDI 1315.18](#), par. E3.1.1 (12 January 05):

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

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

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
Vyskov	*36	*24	*07-23-15	
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	N/A	12		
<b>Egypt</b> (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
<b>El Salvador</b>	N/A	12		
Personnel assigned to SAO	24	18		
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
Accra (Personnel assigned to ODC)	24	18	03-19-07	<b>11</b>
<b>Gibraltar</b>	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Greece</b> (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	N/A	12	04-18-97	<b>17</b>
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	N/A	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b> (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	<b>18</b>
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	<b>20</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
Kyoga-Misaki	N/A	12	11-14-14	
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
<b>Johnston Atoll</b>	N/A	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	N/A	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	N/A	12		<b>4</b>
Joint Security Area	N/A	12		<b>4</b>
Kunsan AB (US)	N/A	12		<b>4</b>
Mujak/Pohang	N/A	12		<b>4</b>
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		<b>4, 5, 6</b>
<b>Kuwait</b>	24	12		<b>9</b>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	N/A	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	<b>15</b>
<b>Libya</b>				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	N/A	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	N/A	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	<b>11</b>
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	<b>11</b>
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		<b>8</b>
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	N/A	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Redzikowo	N/A	12	01-02-15	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	<b>21</b>
<b>Puerto Rico</b> (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
Deveselu	N/A	12	01-02-15	
Oradea	24	12	09-30-11	<b>15</b>
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
<b>Rwanda</b>				
Kigali	24	24	10-17-11	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
Trencin	24	12	09-16-11	<b>10</b>
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain</b> (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Tunisia</b>	N/A	12	03-15-13	<b>22</b>
<b>Turkey</b> (except as indicated)	24	15		<b>24</b>
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		<b>24</b>
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Incirlik	24	15		<b>19, 24</b>
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	24	15	06-03-15	<b>25</b>
Izmit	N/A	12		
Karatas	24	12		<b>24</b>
Kurecik	N/A	12	05-14-15	
Malatya	24	12		<b>24</b>
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinlik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		<b>3</b>
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	N/A	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
St. Lucia	N/A	12		
<b>Yemen, Republic of</b>	N/A	12	09-01-11	<b>23</b>
<b>Zaire</b> (See Democratic Republic of Congo)				

**Footnotes**

- 1/ Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in [DoDI 1315.18](#), par. E3.1.
- 2/ Dependents are permitted only when Gov't Qtrs are available.
- 3/ A maximum 48-month tour is permitted for Navy personnel.
- 4/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.
- 5/ Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
- 6/ A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
- 7/ For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
- 8/ Due to threat levels, dependents are not currently authorized at this location.
- 9/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
- 10/ OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
- 11/ "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."
 

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

Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
- 12/ PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
- 13/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and, par. 5102-B5, at no cost to the member, and serve an unaccompanied tour (12 months).

**14/** USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and par. 5102-B5 at no cost to the member, and serve the unaccompanied tour (12 months).

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

**16/** Not Used.

**17/** As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

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

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

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

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

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

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

**24** OUSD P&R memo dated 23 June 2014 denies command sponsorship for same sex spouse of a member assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. DoD's policy is that all command sponsored dependents receive SOFA protections.

**25** OUSD P&R memo dated 3 June 2015 changes the tour length at Izmir, Turkey, from a dependent restricted 12-month tour to a 24-month accompanied and 15-month unaccompanied tour, using the phased-approach. Under Phase 1, the tour length for the six key billets immediately changes to 24/15. Under Phase 2, the tour length for 56 additional positions change to 24/15 starting with the summer 2015 rotations and under Phase 3, the tour length for the remaining positions change to 24/15 starting with the summer 2016 rotations.

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## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

- A. R&R Leave Transportation. See par. 7005 for regulations concerning Funded R&R Leave Transportation.
- B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only.
- C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.
- D. R&R Locations/Destinations. The following are authorized R&R locations/destinations *for members and employees*:

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Afghanistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Albania	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Bosnia-Herzegovina	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Chad (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Croatia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Cuba (JTF-GITMO <i>only</i> )	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
Democratic Republic of the Congo (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Djibouti	AFRICOM	Airport closest to leave point	Airport closest to leave point	2, 3
Ethiopia (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Hungary	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Iraq	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	1, 6
Jordan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Kenya (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Macedonia, The Former Republic of Yugoslavia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Montenegro	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Pakistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Rwanda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Serbia (includes Kosovo)	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Slovenia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Somalia	AFRICOM	Airport closest to leave point	Airport closest to leave point	3
Sudan (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Syria	CENTCOM	Airport closest to leave point	Airport closest to leave point	
Turkey, Gaziantep	EUCOM	Frankfurt, Germany	Baltimore, MD	*7
Uganda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Yemen	CENTCOM	Airport closest to leave point	Airport closest to leave point	2

**FOOTNOTES:**

1/ Only for the mission of Operation Southern Watch.

2/ Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

3/ Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.

4/ Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan. Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. OUSD (P&R) memo of 27 December 2011 extends the authority IAW 5 USC §9904.

5/ OUSD (P&R) memo of 1 October 2010 per USAFRICOM request approved seven new R&R locations effective 1 October 2010. The new country locations are Chad, Democratic Republic of the Congo, Ethiopia, Kenya, Rwanda, Sudan and Uganda. R&R leave transportation allowances are applicable for tour assignment commencing on 1 October 2010; retroactive authority for previously performed transportation is not authorized. GOV'T funded round-trip transportation between the approved R&R location and the CONUS APOD is authorized for eligible participants. No OCONUS destinations were designated.

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

\*7/ OUSD (P&R) memo of 12 May 2014 waives the DoDI 1315.18 requirement that an area in which entry of service members on official or unofficial travel be controlled IAW Defense Electronic Foreign Clearance Guide through December 31, 2015.

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 (**Members**) and 5650 (**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	<b>Members</b> (USCG). 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)  Learnmonth, Western Australia	<p><b>Members</b> (USA and USMC). USA tours limited to 25% of the HHG weight allowance (see footnote 2). USMC see footnote 3.</p> <p>*1. <u>USA</u>. USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information.</p> <p>*2. <u>USMC</u>. See footnote 3 for more information.</p> <p><b>*Employees</b> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.</p>
Bahrain	<p><b>Members</b></p> <ol style="list-style-type: none"> <li>1. <u>USCG</u>. An unaccompanied (dependent restricted) incoming/departing member assigned to USCG PATFORSWA is limited to 600 lbs. of HHG (including PBP&amp;E and medical equipment) as furnished Gov't Qtrs are available.</li> <li>2. <u>USMC</u> (See footnote 3) <ol style="list-style-type: none"> <li>a. <u>Accompanied Tour Members</u>. See footnote 5.</li> <li>b. <u>Unaccompanied Tour Members</u>. HHG limited to 600 lbs.</li> </ol> </li> </ol>

<u>Location</u>	<u>Administrative Weight Limitation</u>
British Indian Ocean Territory, Diego Garcia	<b>Members</b> (USN and USMC). Unaccompanied tour members limited to 600 lbs. of UB. See footnote 3.
Greece, Souda Bay	<p><b>Members</b> (USN)</p> <ol style="list-style-type: none"> <li>1. Accompanied personnel are allowed full HHG weight allowance but are limited to 600 lbs. of UB HHG and the remaining weight as the HHG shipment.</li> <li>2. Unaccompanied tours for E-5 and above are allowed 25% of the full HHG weight allowance, but are limited to 600 lbs. of UB HHG and the remaining weight as part of the 25% HHG shipment weight limitation.</li> <li>3. E-1 through E-4 are allowed unaccompanied baggage only, limited to a 600 lb. UB shipment.</li> <li>4. UB 600 lbs. weight limit applies to all paygrades for Souda Bay, Greece location.</li> </ol>
Japan, Akizuki (Hiroshima) and Kure	<p><b>*Members</b> (USA). USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information.</p> <p><b>*Employees</b> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a to 2d for more information.</p>
Japan, Camp Zama	<p><b>*Members</b> (USA). USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information.</p> <p><b>*Employees</b> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.</p>
Japan, CATC Fuji	<b>Members</b> (USMC). Unaccompanied tour members are authorized 600 lbs. of UB. See footnote 3.
Japan, MCAS Iwakuni	<p><b>Members</b> (USMC and USN)</p> <ol style="list-style-type: none"> <li>1. <u>USMC</u> <ol style="list-style-type: none"> <li>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.</li> <li>b. <u>Unaccompanied Tour</u>. Unaccompanied tour members:                             <ol style="list-style-type: none"> <li>(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 TO prior to HHG transportation.</li> <li>(2) Assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB.</li> </ol> </li> </ol> </li> <li>2. <u>USN</u>. USN members assigned to USMC commands will follow the USMC policy. USN members assigned to a USMC command, see footnote 3.</li> </ol>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Japan, Okinawa	<p><b>Members</b> (USMC and USN)</p> <p>1. <u>USMC</u></p> <p>a. <u>Accompanied Tour</u></p> <p>(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.</p> <p>(2) Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned.</p> <p>(3) See footnote 5.</p> <p>b. <u>Unaccompanied Tour</u></p> <p>(1) Unaccompanied tour members assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB.</p> <p>(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.</p> <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</u>. Accompanied and unaccompanied USN members assigned to:</p> <p>a. Non-USMC commands are authorized the HHG weight allowance.</p> <p>b. USMC commands will follow USMC policy (see footnotes 3 and 5). Members are encouraged to contact Personnel Support Detachment, Okinawa for more information.</p>
Japan, Torii Station	<p><b>*Members</b> (USA). USA unaccompanied tour members limited to 25% of the HHG weight allowance. See footnote 2d for more information.</p> <p><b>*Employees</b> (USA). USA unaccompanied tour employees, assigned to furnished Gov't Qtrs, limited to 4,500 lbs. (25% of the HHG weight allowance). See footnote 2e for more information.</p>
Korea (Except Chinhae, Osan & Detachment 452 Wonju)	<p><b>Members</b> (USA)</p> <p>*1. <u>Accompanied Tour Members</u>. Limited to 50% of the HHG weight allowance. See footnotes 2a and 2c for more information.</p> <p>*2. <u>Unaccompanied Tour Members</u>. Limited to 25% of the H weight allowance. See footnotes 2a and 2d for more information.</p>
Korea, Mujuk	<p><b>Members</b> (USA/USMC). Unaccompanied tour members (dependent restricted) limited to 600 lbs. of UB.</p>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Kuwait	<p><b>Members</b></p> <ol style="list-style-type: none"> <li>1. <u>All Services</u>. Unaccompanied tour members limited to 1,000 lbs. of HHG.</li> <li>2. <u>USA</u>. Accompanied tour members, see footnote 5.</li> <li>3. <u>USAF</u>. Accompanied tour members, see footnote 5.</li> <li>4. <u>USMC</u>. Unaccompanied personnel, see footnote #3. Accompanied personnel, see footnote #5.</li> <li>5. <u>USN</u> <ol style="list-style-type: none"> <li>a. Accompanied tour members, see footnote 6.</li> <li>b. Weight restriction does not apply unless specified in the travel order. See NAVSUP Pub 490.</li> </ol> </li> </ol> <p><b>Employees</b>. HHG limited to 350 lbs. unless specified in the travel order.</p>
Poland, Redzikowo	<p><b>Members</b> (USN). Members serving a:</p> <ol style="list-style-type: none"> <li>1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size.</li> <li>2. Tour less than 12 months are limited to excess baggage.</li> </ol> <p><b>Employees</b> (USN). Employees serving a:</p> <ol style="list-style-type: none"> <li>1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size.</li> <li>2. Tour less than 12 months are limited to excess baggage.</li> </ol>
Portugal, Azores -- Lajes Field	<p><b>Members</b> (USAF). 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><b>Employees</b> (USAF). Employees limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). See footnote 1.</p>
Qatar, Doha	<p><b>Members</b></p> <ol style="list-style-type: none"> <li>1. <u>All Services (except USAF) Assigned to Al-Udeid AB</u> <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, <b><i>is not authorized</i></b> an UB shipment.</p> </li> <li>2. <u>USAF Assigned to AL-Udeid AB</u>. Accompanied tour members see footnote 5.</li> </ol>
Romania, Devesulu	<p><b>Members</b> (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><b>Employees</b> (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>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Thailand	<p><b>Members</b> (USA)</p> <p>*1. USA members assigned to the following units are authorized full HHG weight allowance. USA members NOT assigned to the below units are limited to 25% of the HHG weight allowance:</p> <ul style="list-style-type: none"> <li>*a. Joint US Military Advisory Group Thailand (JUSMAGT)</li> <li>*b. Armed Forces Regional Institute of Medical Sciences (AFRIMS),</li> <li>*c. Regional Office in Charge of Construction (ROICC),</li> <li>*d. Naval Facilities Engineering Command (NAVFAC), or</li> <li>*e. Joint Personnel Accounting Command (JPAC).</li> </ul> <p><b>*Employees</b> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.</p>
Diplomatic Missions	<p><b>*Members</b> (USA). USA members limited to 25% of the HHG weight allowance. See footnotes 2a to 2d for more information.</p> <p><b>*Employees</b> (USA). USA employees limited to 4,500 lbs. (25% of the HHG weight allowance). See footnotes 2a and 2e for more information.</p>
Worldwide -- USMC Embassy Security Guard Battalion (MCESGBn) Watchstanders and Detachment Commanders	<p><b>Members</b> (USMC). USMC members:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Are not authorized to ship HHG to the MCESGBn School in Quantico, Virginia.</li> <li>3. Are not authorized to ship HHG or UB from the MCESGBn School to the first Diplomatic Mission assignment.</li> </ol>

**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

\*a. See [Army Housing Online User Services](#) for the size of Unaccompanied Personnel Housing (UPH)/Barracks/ Family Housing. USA tour members required to reside in UPH should consider shipping less than their authorized weight allowance due to the small size of the rooms.

\*b. Accompanied/Unaccompanied Tour Members. Limited to 25% of the HHG weight allowance or 2,500 lbs., whichever is greater.

\*c. Accompanied Tour Members. UB weight is part of the administrative weight limitation and cannot exceed 2,000 lbs. The weight of UB via commercial air cannot exceed 1,000 lbs., which is included in the 2,000 lbs. max.

\*d. Unaccompanied Tour Members. UB HHG transportation is part of the administrative weight allowance.

\*(1) Unaccompanied tour members normally assigned to furnished Gov't Qtrs (Barracks/BOQ/BEQ) are authorized UB NTE 10% of the authorized weight allowance or the administrative weight limit, whichever is less. *Example: An E6 without dependents is authorized a weight allowance is 8,000 lbs. UB is 10% of 8,000 lbs. or 800 lbs. 25% of the authorized HHG weight allowance of 8,000 lbs. is 2,000 lbs. The member is authorized a UB shipment of 800 lbs.*

\*(2) Unaccompanied tour members not normally assigned to furnished BOQ/BEQ are authorized UB NTE 2,000 lbs. or the administrative weight limit, whichever is less. A copy of the advance written authorization from the new PDS housing officer must be provided to the transportation officer prior to the UB HHG transportation. UB shipment weight by commercial air cannot exceed 1,000 lbs. UB combined total weight cannot exceed 2,000 lbs.

\*e. Employees

\*(1) HHG. Limited to 25% of the weight allowance.

\*(2) UB. Authorized 350 lbs. for each adult and dependent age 12 or older, and 175 lbs. for each child under age 12. UB weight via commercial air cannot exceed 1,000 lbs. UB combined total weight cannot exceed 2,000 lbs. regardless of the numbers of dependents. UB weight is part of the administrative HHG weight allowance.

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.