

**JOINT TRAVEL REGULATIONS****UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 NOVEMBER 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**MAP 70-15(E) -- Separated/Retired NTS HHG Withdrawn**. Allows DoD Services' separated and retired members to withdraw their stored NTS HHG from a Gov't authorized storage facility at personal expense, move to a local storage facility and retain the HHG transportation to the HOR or selected HOS location. The JTR change does not apply to non-DoD Services' members as NOAA, USCG, and USPHS requested exclusion due to their respective travel and transportation allowances program policies. Affects par. 5220.

**MAP 87-15(E) -- TLA Computations**. Updates TLA computation examples and adds a new TLA computation example for M&IE reimbursement when staying with friends and relatives that shows lodging expenses are not reimbursable. Affects pars. 9150 and 9185.

**MAP/CAP 96-15(E) -- Dual Lodging/Flat Rate Per Diem**. Clarifies that dual lodging allowances are authorized under par. 4250-C vice par. 4145 when receiving flat rate per diem at one location while TDY to another location for less than 30 days. Affects par. 4250.

**MAP/CAP 105-15(I) -- Service/DoD Agency (Chs 1 and 2)**. This item is one is a series of items adding the term "Service/DoD Agency" where needed for consistent use of the terminology. This item affects Chapters 1 and 2.

**MAP/CAP 111-15(E) -- Gov't Qtrs – Eliminate the One Day Rule for TDY Travelers**. This travel decision clarifies that if a traveler in a TDY status has available Gov't Qtrs at an installation and is only expected to remain there overnight awaiting further transportation, or for rest in the continuation of a mission, then the traveler is required to seek and use available Gov't Qtrs on that installation. Reimbursement of lodging costs are dependent on Qtrs availability. Affects pars. 1265-E and 2565.

**CAP 119-15(I) -- Navy CAP Office Symbol Change.** Changes the office symbol for the Navy Civilian Advisory Panel (CAP). Affects Intro, par. G4b(2); and pars. 4095-H2b, and 4120-A2b.

**MAP/CAP 120-15(I) -- TDY Order Cancellation.** Deletes JTR, par. 4090-C and refers to par. 4090-D as authority for TDY order cancellation when travel ICW official TDY travel to a leave location is performed and the service or DoD agency cancelled the travel order while the traveler is on leave. Affects par. 4090.

**MAP/CAP 121-15(I) -- R&R – One per 12 Months.** Clarifies R&R may only be authorized for members deployed for 12 or more months in the designated location IAW OSD Compensation's 8 June 2015 memo. Affects par. 7005-C2.

**MAP 122-15(I) -- Remove Old "U" References.** This item removes old "U" references from the JTR. Affects the following: 5136-A7, 5194-3 and 4, 5354-E2a(3), 7105-D, Ch 7, TOC, Ch 5, Part A10, Ch 7, Part K, Ch 8, and Ch 10.

**MAP 123-15(I) -- Add Mali to App N2.** This item adds Mali to App N2 authorizing MIHA Security, effective 16 October 2015.

**JOINT TRAVEL REGULATIONS**

**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES**

**1 NOVEMBER 2015**

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

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Part A1b	08-15	08-15	08-15	08-15	07-15	10-14	10-14	10-14	10-14	10-14
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Part A1d	07-15	07-15	07-15	07-15	07-15	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	02-15	02-15
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Part A2b	07-15	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14
Part A2c	04-15	04-15	04-15	04-15	04-15	04-15	04-15	04-15	10-14	10-14
Part A2d	07-15	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14
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
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<b>Chapter 7</b>										
TOC	11-15	08-15	08-15	08-15	07-15	03-15	03-15	03-15	03-15	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	11-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3	08-15	08-15	08-15	08-15	01-15	01-15	01-15	01-15	01-15	01-15
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	04-15	04-15	11-14	11-14
Part A9	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15
Part A10	07-15	07-15	07-15	07-15	07-15	10-14	10-14	10-14	10-14	10-14
Part A11	08-15	08-15	08-15	08-15	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	08-15	08-15	12-14	12-14	12-14	12-14	12-14	12-14
Part B3	11-15	05-15	05-15	05-15	05-15	05-15	05-15	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	01-15
Part C1	08-15	08-15	08-15	08-15	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	08-15	08-15	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	03-15	03-15	02-15
Part D3	08-15	08-15	08-15	08-15	02-15	02-15	02-15	02-15	02-15	02-15
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	03-15	03-15	10-14
Part F2	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	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	02-15	02-15
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	11-15	07-15	07-15	07-15	07-15	05-15	05-15	04-15	02-15	02-15
Part L1	08-15	08-15	08-15	08-15	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	06-15	06-15	04-15	04-15	03-15	01-15
<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	11-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
<b>Chapter 9</b>										
TOC	05-15	05-15	05-15	05-15	05-15	05-15	05-15	12-14	12-14	12-14
Part A	08-15	08-15	08-15	08-15	10-14	10-14	10-14	10-14	10-14	10-14
Part B	08-15	08-15	08-15	08-15	11-14	11-14	11-14	11-14	11-14	11-14

JTR	11-15	10-15	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15
Part C1	11-15	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	07-15	07-15	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	11-15	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	03-15	03-15	10-14
Part D	10-15	10-15	08-15	08-15	05-15	05-15	05-15	12-14	12-14	12-14
<b>Chapter 10</b>										
TOC	11-15	09-15	09-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part A	09-15	09-15	09-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15
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	10-15	10-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part E9	07-15	07-15	07-15	07-15	07-15	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	10-15	10-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Appendix A</b>										
Part 1	10-15	10-15	09-15	08-15	07-15	06-15	05-15	04-15	03-15	01-15
Part 2	09-15	09-15	09-15	07-15	07-15	12-14	12-14	12-14	12-14	12-14
<b>Appendix E</b>										
Part 1	08-15	08-15	08-15	08-15	03-15	03-15	03-15	03-15	03-15	01-15
Part 2	09-15	09-15	09-15	04-15	04-15	04-15	04-15	04-15	03-15	02-15
Part 3	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15	10-14
<b>Appendix F</b>										
Part 1	09-15	09-15	09-15	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	08-15	08-15	04-15	04-15	04-15	04-15	03-15	12-14
<b>Appendix H</b>										
Part 1	09-15	09-15	09-15	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	07-15	07-15	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	07-15	07-15	10-14	10-14	10-14	10-14	10-14
Part 3C	09-15	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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

JTR	11-15	10-15	09-15	08-15	07-15	06-15	05-15	04-15	03-15	02-15
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	07-15	07-15	04-15	04-15	04-15	10-14	10-14
Part 3	08-15	08-15	08-15	08-15	07-15	06-15	05-15	12-14	12-14	12-14
Part 4	08-15	08-15	08-15	08-15	07-15	01-15	01-15	01-15	01-15	01-15
<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	09-15	09-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part 1	09-15	09-15	09-15	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	11-15	06-15	06-15	06-15	06-15	06-15	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	10-15	10-15	09-15	08-15	04-15	04-15	04-15	04-15	01-15	01-15
<b>Appendix P</b>										
Part 1	08-15	08-15	08-15	08-15	06-15	06-15	10-14	10-14	10-14	10-14
Part 2	11-15	08-15	08-15	08-15	01-15	01-15	01-15	01-15	01-15	01-15
<b>Appendix Q</b>										
Part 1	09-15	09-15	09-15	08-15	07-15	03-15	03-15	03-15	03-15	01-15
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	08-15	08-15	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	01-15
<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	02-15	02-15
<b>Appendix S</b>										
App S	06-15	06-15	06-15	06-15	06-15	06-15	04-15	04-15	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	09-15	09-15	11-14	11-14	11-14	11-14	11-14	11-14	11-14
<b>Appendix W</b>										
App W	09-15	09-15	09-15	08-15	07-15	06-15	12-14	12-14	12-14	12-14

**INTRODUCTION TO  
JOINT TRAVEL REGULATIONS (JTR)  
FOR UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES**

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

B. Purpose And Authority

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

- a. Uniformed Service Active Duty members,
- b. Uniformed Service Reserve Component members,
- c. DoD civilian employees, and
- d. Civilians who travel using DoD funding.

2. **Members Only**

a. When necessary, a Uniformed Service:

- (1) May supplement the JTR with administrative regulations (see pars. 1015 and 1020), but
- (2) May not prescribe allowances that differ in amount or type from those authorized by the JTR, unless specifically permitted.

b. DoD administrative regulations that implement the JTR must be submitted to PDTATAC for review and approval before implementation. See [37 USC §1001](#) and [DoDD 5154.29](#).

c. If there is a headquarters' dispersal, each PDTATAC member has the authority to prescribe the allowances in the JTR.

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

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

1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapters 7 and 8) and Title 10;
2. DoD Directives, such as DoDD 1315.07, DoDD 5154.29;
3. DoD Instructions, such as DoDI 1315.18, and DoDI 1327.06; and

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

3. **Employees Only**

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

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

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

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

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

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

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

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

1. [Comp. Gen. Decisions](#). Comp. Gen. decisions:

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

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

2. [GSBCA Decisions](#)

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

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

3. [CBCA Decisions](#). CBCA decisions are cited using a GSBCA or CBCA number and date.

#### 4. [DOHA Decisions](#)

- a. DOHA decisions are listed on their website by category, type, year, and case number. Example: Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812.
- b. In the JTR, these decisions are cited by DOHA claims case number and date. Example: DOHA Claims Case No. 97091101, 5 May 1998.

#### D. [Travel Voucher Settlement Appeal](#)

##### 1. **Members Only**

##### a. [General](#)

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

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

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

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

c. [Member Responsibility](#). It is the member's responsibility to properly submit the travel voucher.

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

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

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

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

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

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

## 2. **Employees Only**

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

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

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

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

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

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

### E. Paragraph Numbering System

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

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

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

### F. Monthly Changes

#### 1. Travel Determinations

- a. Uniformed Travel Determinations (UTD). UTDs revise regulations affecting the Uniformed Services.
- b. Civilian Travel Determinations (CTD). CTDs revise regulations affecting civilian employees.

#### 2. UTD/CTD Effective Date

- a. A UTD/CTD is effective on:
  - (1) The JTR publication date,
  - (2) The PDTATAC Chair's signature date,

- (3) The date after the last signature mutually agreed upon by the Services, or,
  - (4) Another date, if permitted or required by law.
3. Immediate Changes. When a UTD/CTD effective date is earlier than the change date, the UTD/CTD is posted to the DTMO website under IMMEDIATE CHANGES.
4. Monthly Changes
- a. JTR changes:
    - (1) Are issued monthly, and
    - (2) Contain the text and/or rate changes directed in UTDs and CTDs.
  - b. UTDs/CTDs are summarized on the Cover Sheet of the monthly change.
5. New/Revised Wording. New/revised wording, in the JTR, is indicated by an asterisk (\*) symbol.

G. Feedback Reporting

1. JTR change recommendations should contain an explanation of, and rationale for, the proposed change.
2. When the proposal relates to an actual situation, the details should be included.
3. Submit feedback reports concerning inadequate per diem rates IAW par. 4120.
4. Suggestions that would improve JTR are encouraged and should be routed as follows:
  - a. Army
    - (1) **Members Only**. Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.
    - (2) **Employees Only**. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
  - b. Navy
    - (1) **Members Only**. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
    - \* (2) **Employees Only**. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
  - c. Air Force
    - (1) **Members Only**. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
    - (2) **Employees Only**. Air Force Civilian Advisory Panel Member, HQ AF/A1CM, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

d. Marine Corps

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

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

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

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

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

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

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

H. How To Get the JTR. See the [DTMO website](#) for material that can be downloaded and printed.

I. How to Obtain Locality Per Diem Rates. See the DTMO website for current [per diem rates](#).

## CHAPTER 1: GENERAL

### PART A: ADMINISTRATION AND GENERAL PROCEDURES

#### 1000 APPLICATION

##### A. Personnel Covered

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

\*a. An Active or RC member, without regard to the Service, DoD 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 Agency. Except as in par. 1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another Agency is authorized JTR allowances, not the allowances of the 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 [37 USC §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 Service/DoD Agency 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. The Services/DoD Agencies (separately or jointly):

\*1. May issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.

\*2. Should issue implementing administrative and/or procedural publications for certain allowances. The listing below should be implemented by Service/DoD 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/DOD 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 Agencies. 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 orders 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/DoD 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/DoD 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/DoD Agency 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* DTS, a finance office or an office contractually arranged by the traveler's Service/DoD 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 1: GENERAL

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

#### 1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.
2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

B. Eligibility. See [DoDI 1342.25](#), dated 30 October 1996 “School Boards for DoD Domestic Dependent Elementary and Secondary Schools (DDESS);” concerning eligibility for reimbursement.

C. Funding and Orders. DDESS funds and issues necessary orders.

#### 1205 GAIN SHARING PROGRAM

The Gain Sharing Program is a bonus oriented incentive program designed to share Gov’t travel and transportation cost savings with a traveler. [Title 5 USC, Ch 45, Subchapter 1](#) provides authority for a Gain Sharing Program for a civilian employee, but there is no authority for such a program for a uniformed member. Participation in a Gain Sharing Program is not covered by, nor addressed in, the JTR for a member or employee.

#### 1210 HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS

A. Policy. Gov’t policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging.

\*B. Gov’t Responsibility. Each Service/DoD Agency must ensure that not less than 90% of all official travelers who use commercial lodgings in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved public accommodations.

C. Gov’t Requirements. Lodgings that meet Gov’t requirements are listed on the [U.S. Fire Administration's Internet site](#).

\*D. Service/DoD Agency Compliance. Services/DoD Agencies are in compliance with the 90% requirement if travel arrangements are made through use of a Service/DoD Agency designated Travel Management System (TMS) (see App A1 definition) whenever possible ([5 USC §5707a](#)).

#### 1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

\*A. General. Registered and/or trusted traveler programs (i.e., Fly Clear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to a Service/DoD Agency.

B. Participation. Participation in this program is not required by the Gov’t. *Use of Gov’t funds to obtain membership in such a program is statutorily prohibited* by [5 USC §5946](#) per [GSA Bulletin FTR 08-05 of 25 June 2008](#).

C. Enrollment Fee. Enrollment fees in this program are *not* reimbursable. See App G.

## 1220 RECRUITER RELATED PARKING EXPENSES

- A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of \$25, but NTE \$200.
- B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:
1. As a recruiter for any of the armed forces;
  2. At an armed forces military entrance processing facility; or
  3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.
- C. Example. Monthly parking expenses of \$135 warrant reimbursement of \$110 ( $\$135 - \$25 = \$110$ ) while monthly parking expenses of \$320 would warrant reimbursement of \$200 ( $\$320 - \$25 = \$295$  but NTE \$200).
- D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.
- E. Recruiter Itinerary Stop Parking (Members Only). See par. 7625 for reimbursement for recruiter itinerary stop parking.

## 1225 FOREIGN MILITARY TRAVEL

- A. Authority. The JTR is not the authority for payments for foreign military and an ITA is not used to support payments.
- B. Defense Personnel of Developing Countries (10 USC §1051). See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Ch 10.
- C. Liaison Officers (10 USC §1051a). See [DoD FMR, Volume 12, Ch 18](#).
- D. Foreign Students at Service Academies. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Chapter 10.
- E. Foreign Military Sales Related Travel of Foreign Personnel. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM).

## 1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

- A. DoD Members and DoD Employees. See [DoDD 5210.56](#), Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties.
- B. Non-DoD Members. Non-DoD members should consult Service information.

## 1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, CH 4 (Members Only)

- A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. [DoDD 5154.29](#) *requires that PDTATAC staff review all written material that implements the JTR provisions.*
- B. Provisions. The DIAM 100-1 provides allowances for a DoD Uniformed member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS DAS/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.

C. Duplicate Reimbursement. *A member may not receive an allowance under the DIA regulations and an allowance prescribed in the JTR for the same purpose. The member is financially responsible for all returning any duplicate travel and transportation allowances received.*

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

***NOTE: Funded EML (FEML) and the ‘Special R&R Program’, covered under DIAM 100-1, are one in the same program. Therefore, trips under both programs are not authorized. If a total of two trips are authorized (for a 36 month tour), one may be authorized under each program or both under either program. If one trip is authorized for a 24 month tour, only one trip may be taken, but it may be taken under either program.,***

2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,
5. Dependent visitation,
6. Dependent care expenses ICW training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG, and
9. POV Transportation.

E. DIAM 100-1 Request. Address requests for copies of DIAM 100-1 to DoD, DIA, ATTN: DA, Washington, DC 20340-5339.

#### 1237 ASSIGNED TO NSA

A. Authority. An Armed Forces member or an employee assigned to NSA may be authorized DOS allowances IAW the National Security Act of 1959 (50 USC 3601-3617) if implemented in NSA regulations.

B. Duplicate Reimbursement. *A traveler may not receive an allowance under the NSA regulations and an allowance prescribed in the JTR for the same purpose. The traveler is financially responsible for returning any duplicate travel and transportation allowances received.*

#### 1240 CHAPLAIN LED PROGRAMS (Members Only)

A. Authority. [10 USC §1789](#) authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain led programs that provide assistance to an active duty and/or RC member in an ‘active status’ as defined in [10 USC §10141](#), and the member’s immediate family, in building and maintaining a strong family structure.

B. Official Order/ITA. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an official capacity as outlined in App E1 are sent using an official TDY order or an ITA, as appropriate. For all others, the JTR is not the authority for payments ICW attendance at these programs and the payments are not travel and transportation allowances.

C. Unofficial Attendance. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain led programs. The travel directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

**1245 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM (Members Only)**

If a member is authorized to participate in the Pay and Allowances Continuation Program IAW OUSD (P&R) Memorandum, 15 May 2008, and [DoD FMR, Volume 7A, Ch 13](#), the member is authorized IE as part of the PAC even though not in a travel status.

**1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION (Members Only)**

*Effective 1 January 2009 through 31 December 2015*

Sec. 533 of FY09 NDAA ([P. L. 110-417](#)) as amended by Sec. 531 of FY12 NDAA (P. L. 112-81) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs between calendar years 2009 and 2015. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. 5066, 5138, 5320, and 5344-C. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty. A member must return to active duty within 3 years of release but NLT 31 December 2018.

**1255 SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT (Members Only)**

*Effective 15 April 2013 through 14 April 2016*

A. Authority

1. [10 USC §1092](#) authorizes SECDEF to conduct studies and demonstration projects on the Uniformed Services health care delivery system.
2. The Federal Register, Vol. 78, No. 31, 14 February 2013 published authority for David Grant USAF Medical Center Specialty Care Travel Reimbursement Demonstration Project to test whether providing travel reimbursement will increase utilization of the direct care system by selected patients.

B. Eligibility

1. Based on the Federal Register information, the Military Treatment Facility (MTF) commander may offer qualified patients who reside more than one hour drive time away (according to ASD/HA protocols) from the David Grant USAF Medical Center (DGMC) at Travis AFB, CA, travel costs from their residence to the MTF if the patient agrees to care at DGMC.
2. This demonstration project applies to all DoD beneficiaries that are eligible for care in a MTF.
3. For an active duty member patient, see par. 7080.

C. Non-Medical Attendant (NMA). When medically indicated, NMA may be authorized.

D. Reimbursement

1. Transportation

- a. Patient. The patient is authorized roundtrip TDY mileage (par. 2600) for the official distance between the residence and the MTF (par. 2650).
- b. Non-Medical Attendant (NMA). If the patient is hospitalized overnight, the NMA may be authorized roundtrip TDY mileage to return to the residence.

2. Lodging

- a. Lodging Cost. The patient and the NMA may be reimbursed actual lodging costs (including tips and service charges) up to the lodging portion of the locality per diem rate for one night prior to the procedure if the procedure is scheduled before 0800.
- b. Lodging Tax. Lodging tax is not included in the locality per diem lodging ceiling and is separately reimbursed in the CONUS and non-foreign areas.

3. Meals. *Reimbursement for meals is not authorized.*

**1257 DEPARTMENT OF STATE (DoS) TEMPORARY QTRS SUBSISTENCE ALLOWANCE (TQSA)  
(Employees Only)**

An employee is authorized TQSA for temporary Qtrs (including meals and laundry/dry cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Qtrs Allowance (LQA) under the provisions in the [DoDI 1400.25, Volume 1250](#) and [DSSR Section 031.1](#). TQSA rules are in [DSSR Section 120](#).

**1260 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA) (Employees Only)**

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the [DSSR, Section 240](#).
2. HSTA. For HSTA policy, payment and procedural guidance see the [DSSR, Section 250](#).

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but *not* the FTA allowance. See [DSSR, Section 242.6](#).
2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but *not* the HSTA. See [DSSR, Section 252.6](#).

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. FTA and HSTA are DoS allowances ([5 USC §5924\(2\)\(A\)](#) and [5 USC §5924\(2\)\(B\)](#)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.
2. *A new appointee is not eligible for any portion of the HSTA.*
3. The FTA and HSTA are composed of four elements:
  - a. Miscellaneous Reimbursable Expense. This portion *only* is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).
  - b. Wardrobe Expense. *This portion is not allowable for a DoD civilian employee.*
  - c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.
    - (1) FTA. This portion is allowable for a DoD civilian employee PCSing from a PDS in a CONUS/non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.
    - (2) HSTA. *This portion is not allowed for a DoD civilian employee.*

D. Lease Penalty Expense

1. FTA. This portion is allowable for any DoD civilian employee (including a new appointee) PCSing to/between a foreign area PDS.
2. HSTA. This portion is allowed *only for a reassigned employee (not a new appointee)* PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

***NOTE: See Ch 5, Part B2 for other allowances relevant to first duty station travel.***

**1265 DOD INTEGRATED LODGING PROGRAM PILOT (ILPP)**

***Effective for all orders/authorizations issued on or after 15 June 2015 or the date the ILPP begins at that site ([www.defensetravel.dod.mil/Docs/ILP\\_Pilot\\_Start\\_Dates.pdf](http://www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf)), whichever is later.***

A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a lodging program. This program allows DoD to require the use of either Gov't Qtrs or commercial lodging for both civilian employees and Uniformed Service members. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

B. Eligibility. All DoD travelers TDY with an overnight stay to one of the selected ILPP sites identified in par. 1265-J. ***This Pilot does not apply to USCG, PHS, or NOAA personnel.***

C. Scope

1. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives.
2. Lodging terms, rates, conditions, and amenities (e.g., free parking, Internet) will be negotiated to best leverage purchasing power.

3. Initial phase of the pilot focuses on short duration, or transient lodging (e.g. less than 30 nights). Other phases may focus on other areas of lodging such as longer duration or extended stay lodging (e.g., 30 or more nights).
4. Lodging accommodations must meet FEMA requirements listed on the [U.S. Fire Administration](#) Internet site and DoD safety and security standards and requirements.

D. Requirements

1. Travelers TDY to one of the selected ILPP sites in par. 1265-J must, when Gov't Qtrs are not available, use approved lodging accommodations. Approved properties will be listed on the DTMO website at [ILP Approved Vendor List](#).
2. Travelers must book their preferred commercial lodging through DTS or their contracted CTO.

E. Gov't Qtrs Use **Employees Only**

1. Gov't Qtrs Available. Employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available.
2. Gov't Qtrs Available but not Used. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.
3. Gov't Qtrs Not Available. Gov't Qtrs are considered not available when:
  - a. TDY is at other than a U.S. Installation;
  - b. The AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Gov't Qtrs availability;
  - \*c. During en route travel periods for PDT only;
  - \*
  - \*d. Travel is ICW a PCS and the family accompanies the employee, and Gov't Qtrs are not available for the family;
  - \*e. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status;
  - \*f. TDY to a Joint Base and the Gov't Qtrs are located at a part of the Joint Base that is geographically separated (i.e., do not share a common perimeter) from the duty location; or
  - g. Reservations cannot be booked in DTS. See [ILPP Start Dates](#).
4. Non-Availability Documentation. The employee must document Gov't Qtrs non-availability by one of the following:
  - a. A non-availability confirmation number provided by the Service's lodging registration process; **or**
  - b. The date the employee attempted to make reservations, along with the phone number and name of the billeting office PoC; **or**
  - c. Employee certification that Gov't Qtrs were not available on arrival.
5. Employees with a Disability/Special Need. See par. 7815.

6. **Members Only.** The rules in Ch 2, Part H1 apply to members.

F. Exceptions

1. Authorized/Approved Exceptions. The AO may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an ILPP site when:

- a. Gov't Qtrs are available;
- b. Lodging is not available at the approved lodging accommodations in par. 1265-J. See subpar. 2 below for non-availability documentation.;
- c. There is excessive distance between the lodging facility and places of duty; and the use of approved lodging would cause additional local transportation expenses;
- d. The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance; or
- e. The traveler can obtain a room rate lower than the ILPP maximum rate in par. 1265-J.

2. Non-Availability Documentation. The traveler must document ILPP non-availability by one of the following:

- a. A non-availability confirmation number provided by the ILPP lodging registration process; **or**
- b. The date the traveler attempted to make reservations, along with the phone number and name of the CTO PoC.

G. Lodging Reimbursement. A traveler, TDY at an ILPP site who books a room and stays at an approved lodging facility, is authorized reimbursement for the actual cost of lodging and applicable taxes unless a reduced per diem is authorized on the travel order.

H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP. When an ILPP is available but not used by the traveler and the traveler is not exempt from the ILPP IAW par. 1265-F, lodging cost reimbursement is limited to the amount the Gov't would have paid if arrangements had been made directly through the CTO/DTS. Such traveler must be reimbursed actual lodging costs NTE the rate the Gov't would have paid (i.e., the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging (see par. 1265-J)). The traveler is financially responsible for all other costs associated with other than ILPP site use.

I. CTO Transaction Fees

1. When DTS or an available CTO are not used, the transaction fee for personally procured lodging from other than a CTO may not be reimbursed.
2. When a CTO is not available, the transaction fee incurred for arranging lodging is a Reimbursable Expense (see App G).

J. Selected ILPP Sites, Rates and Start Dates. Posted on the DTMO website at [ILP Rates](#) and [ILP Start Dates](#).

1. Sites include metropolitan areas. A listing of zip codes associated with an ILPP metro area is posted on the DTMO website at [ILP Pilot Sites](#).
2. Gov't Qtrs requirement only applies when TDY to a U.S. Installation, and not TDY to the surrounding metropolitan area.

**CHAPTER 1: GENERAL****PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM  
COMMERCIAL SOURCES****1300 RETAINING PROMOTIONAL ITEMS****A. General**

1. The JTR addresses “reimbursable” allowances funded by the Gov’t.
2. Non-reimbursable expenses, for goods/services obtained:
  - a. Through personal purchase, or
  - b. Under the same conditions as those offered to the general public and at no additional Gov’t cost,do not require authorization/approval, and are not reimbursable regardless of the AO's authorization or approval.

**B. Promotional Materials/Benefits**

1. A traveler on official business may keep promotional material, including frequent traveler benefits, for personal use (e.g., points, miles, upgrades, or access to carrier clubs/facilities).
2. Promotional material must be:
  - a. Obtained under the same terms as those offered to the general public, or to a class consisting of all Government employees or Uniformed Service members, whether or not restricted on the basis of geographic consideration, and
  - b. At no additional Gov’t cost.
3. Examples of promotional materials include:
  - a. Vendor-provided complimentary upgrades to room/transportation accommodations, and
  - b. Upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.
4. ***Promotional benefits/materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered Gov’t property, and may only be accepted on the Gov’t’s behalf.***
- \*5. Promotional materials received for travel using other than Service/DoD Agency funds are not covered by this rule. The traveler should seek guidance from the funding authority.

**C. Seat Relinquishing**

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional per diem or reimbursable expenses may be paid as a result of the traveler's delay. ***Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.***

\*2. Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the denied seat belongs to the Gov't ([59 Comp. Gen. 203 \(1980\)](#)). The traveler must request that the carrier shows the "Treasurer of the United States" as payee on the compensation check and forward the payment according to Service/DoD Agency directives.

**D. Lost, Delayed, or Damaged Accompanied Baggage**

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

2. If the traveler intends to make a claim against the Gov't for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation.

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

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

\*DoD Services/DoD Agencies should refer to the Joint Ethics Regulation (JER), [DoD 5500.7-R](#) for regulations concerning:

1. Standards of conduct and accommodating non Federal sources for travel and transportation expenses,
2. Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards ICW official travel, and
3. Travel expenses paid from a non-Federal source

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**2830            MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)**

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## CHAPTER 2: OFFICIAL TRAVEL

### PART A: GENERAL

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

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

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

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

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

#### C. Receipts

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

- a. Individual expenses of \$75 or more, and
- b. All lodging costs (except when authorized a long term TDY flat rate per diem, see par. 4250-A).

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

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

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

D. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility (pars. 1015-C2h and 2125).

## 2005 LODGING PROGRAMS

### A. General

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

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

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

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

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

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

## 2010 TRAVEL OFFICIAL RESPONSIBILITIES

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

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## 2015 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

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

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

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

### C. Time Limitations

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

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

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

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

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

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

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

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

## 2025 STANDARD CONUS PER DIEM RATE

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

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

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

<b><u>Effective 1 October 2015</u></b>		
<b><u>LODGING</u></b>	<b><u>M&amp;IE</u></b>	<b><u>TOTAL</u></b>
\$89	\$51	\$140

**2030 MEAL TICKETS (Members Only)**

A. Issuance. Meal tickets may be issued only:

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

\*B. Procedures. Service/DoD Agency issuances apply. See par. 1015-C2d.

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

<b><u>Effective 1 October 2015</u></b>	
<b><u>Meal</u></b>	<b><u>Rate</u></b>
Morning	\$ 11
Noon	\$12
Evening	\$23

**2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL (Employees Only)**

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

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

B. Availability/Use Determination

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

**2040 IDENTIFICATION CARD (Employees Only)**

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

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

\*B. Issuance. Conditions and procedures for issuance and use are in applicable Service/DoD Agency issuances.

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## CHAPTER 2: OFFICIAL TRAVEL

### PART B: TRAVEL POLICY

#### 2100 GENERAL

The JTR applies to each traveler whose travel and transportation allowances are governed by the JTR.

#### 2105 ECONOMY CLASS ACCOMMODATIONS

A traveler must use economy/coach class accommodations unless other accommodations are authorized/approved as provided in par. 3500, 3600, 3650 or 7815.

#### 2110 ‘OTHER THAN ECONOMY/COACH’ ACCOMMODATIONS (FIRST AND BUSINESS)

- A. Definition. See App A1 for definitions of premium, first, and business class accommodations.
- B. Authority. See par. 3510-A, or 3620 for Gov’t funded ‘other than economy/coach’ accommodations authority.
- C. First Class Decision Support Tool. See App H2C, for a first class decision support tool.
- D. Business Class Decision Support Tool. See App H3B for a business class decision support tool.
- E. Travel Order
  - 1. The travel order MUST include the cost difference shown in App H2A (‘Other than economy/coach’ Accommodations Reporting Data Elements and Procedures) items 13 and 14.
  - 2. **Example:** Business/First class travel is justified and authorized/approved based on par. 3500. The cost difference between the business and coach class fare is \$765. The authorization/approval could state something similar to “Lt Gen. Jones, HQ USA/XXXX, (authorized/approved) ‘other than economy/coach’ accommodations use. Full documentation of the (authorization/approval) for ‘other than economy/coach’ accommodations use is on file in the approving official’s office.”
- F. Advance Authority. Requests for ‘other than economy/coach’ accommodations must be made and authorized in advance of travel unless extenuating/emergency circumstances make advance authorization impossible.
- G. Extenuating/Emergency Circumstances
  - 1. If extenuating/emergency circumstances prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion.
  - 2. A travel order authorizing ‘other than economy/coach’ accommodations due to extenuating/emergency circumstances must:
    - a. Clearly explain the circumstances by providing background and justification to enable upgrade rationale audit;
    - b. Include the cost difference between ‘other than economy/coach’ and economy/coach fares;
    - c. Include the authority and authorization source (memo/letter/message/etc.);
    - d. Include the date and position identity of the signatory for ‘other than economy/coach’; and
    - e. Annotate appropriate Gov’t transportation documents with the same information.

H. 'Other than Economy/Coach' Accommodations Not Approved. If 'other than economy/coach' accommodations are not approved after the fact, the traveler is responsible for the cost difference between the 'other than economy/coach' transportation used and the cost of the transportation class for which the traveler was eligible.

I. Authorizing/Approving Official. Only a person senior to the traveler may authorize/approve other than economy/coach accommodations for the traveler. See [DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005](#), and par. 3510.

J. Medical and Special Needs

1. See App A1 for special needs definition.

2. 'Other than economy/coach' accommodations may be authorized/approved by the 'other than economy/coach' AO due to medical/special needs reasons only if a competent medical authority certifies that a disability/special need exists and, in the case of a medical need, the medical condition necessitates (for a specific time period or on a permanent basis) the accommodations upgrade. Competent medical authority must certify a disability/special need, in writing, every six months. If the disability/special need is a lifelong condition, a certification statement is required every two years.

3. The 'other than economy/coach' AO must be able to determine that, at the time of travel, 'other than economy/coach' accommodations are/were necessary because the traveler is/was so disabled/limited by special needs that other lower cost economy accommodations (e.g., 'bulkhead' seating, or providing two economy seats) cannot/could not be used to meet the traveler's requirements.

4. An attendant authorized transportation under par. 7815 may be authorized/approved 'other than economy/coach' accommodations only when the attended traveler is authorized 'other than economy/coach' accommodations use and requires attendant services en route.

5. Authority for a family member to use 'other than economy/coach' accommodations due to a disability or special need does not authorize the entire family to use 'other than economy/coach' accommodations. 'Other than economy/coach' authority is limited to the disabled traveler and attendant (if required). See App A1 for special needs definition.

K. 'Other than Economy/Coach' Accommodations Not Authorized. Unless authorized/approved for medical reasons/physical handicap in par. 2110-J, 'other than economy/coach' accommodations use is not authorized during:

1. PCS;
2. Emergency leave;
3. R&R;
4. FEML;
5. Personnel evacuations;
6. COT leave **(Members Only)**
7. RAT leave **(Employees Only)**;
8. EVT **(Employees Only)**; or
9. FVT **(Employees Only)**.

### **2115 UNUSUAL ROUTE JUSTIFICATION**

Travel other than by a usually traveled route must be justified for any excess cost to be Gov't funded.

### **2120 PERSONAL CONVENIENCE TRAVEL**

A traveler may not be provided contract city pair airfares provided under GSA contract (App P) or any other airfares intended for official Gov't business for any portion of a route traveled for personal convenience.

### **2125 TRAVELER FINANCIAL RESPONSIBILITY**

The traveler is personally financially responsible for any expense accrued by not complying with the JTR.

### **2130 LEAVE**

Personnel directives dictate if/how leave is charged for workday time not justified as official travel.

### **2135 SUBSTANDARD ACCOMMODATIONS**

\*A traveler may voluntarily use/accept, and the Gov't may furnish, accommodations that do not meet minimum standards if the traveler's or Service's/DoD Agency's needs require use of these accommodations. Involuntary acceptance of substandard accommodations is not required.

### **2140 U.S. FLAG TRANSPORTATION REIMBURSEMENT RESTRICTION**

A traveler generally may not be reimbursed for travel on non U.S. flag transportation modes if U.S. flag transportation is available for the transportation mode. For exceptions, see the specific transportation mode.

### **2145 DEPENDENT TRANSPORTATION SEATING**

Each dependent traveling at Gov't expense is allowed a seat.

### **\*2150 SERVICE/DOD AGENCY RESPONSIBILITY**

\*Each Service/DoD Agency must:

1. Only authorize/approve travel necessary to accomplish the Gov't's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the Gov't's needs are authorized.

### **2155 AIRPORT SELECTION**

#### **A. Multiple Airports**

1. Ordinarily a traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports).
2. Potential lost work time may be considered.
3. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York City, San Francisco, and Washington, DC.
4. *If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.*

B. Servicing Airport

1. A traveler may not be required to use a nearby airport that is not a servicing airport of either the origin or destination even though the more distant airport provides a less costly airfare unless the command/installation/office has a written policy after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports).
2. Potential lost work time may be considered.
3. **Example:** The servicing airport for 29 Palms, CA, is Palm Springs, CA. Los Angeles, CA, may not be directed without written guidance; the servicing airport for Camp Lejeune, NC, is Jacksonville, NC, Raleigh, NC, may not be directed without written guidance; even though the more distant airports may provide less costly airfares.

**2160 TDY CANCELED OR CHANGED**

A traveler must promptly cancel airline and/or lodging reservations when it is known that they will not be used (e.g., TDY canceled, curtailed or changed). All unused tickets must be promptly turned into the issuing CTO. A traveler's failure to follow these procedures may make the traveler financially liable for any resulting losses.

**2165 TDY TRAVEL INVOLVING NON PDS LOCATION**

A. General. A traveler on a TDY order is authorized travel and transportation allowances for the actual travel and transportation cost for the transportation mode authorized and used, NTE the constructed travel and transportation cost between the traveler's PDS and TDY location.

B. Limitations. When TDY travel is to/from a *non PDS* location:

1. The traveler is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the policy constructed airfare (see App A1) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction.***

C. Travel Order Received while on Leave. See par. 4090-C for TDY travel and transportation allowances when a TDY order is received while a traveler is on official leave.

**2170 WHEN PER DIEM IS AUTHORIZED**

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS order,
4. Delays to qualify for reduced travel fares (par. 4415-E).

## CHAPTER 2: OFFICIAL TRAVEL

### PART C: TRAVEL ORDER

#### 2200 GENERAL

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

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

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

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

#### D. Unauthorized Reimbursement

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

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

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

#### E. Travel Order Necessity

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

2. An order is *not* necessary when:

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

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

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

#### 2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

##### A. Modifications

1. An order:

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

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

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

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

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

See App A1 for definitions of “authorize” and “approve”.

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

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

## 2210 TRAVEL AND REIMBURSEMENT ORDER

A. Written Order. A written order:

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

B. Oral Order

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

2. An oral order:

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

meets the requirement for a written order.

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

## 2215 ITINERARY VARIATION

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

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

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

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

## 2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER

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

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

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

## 2225 BLANKET/REPEAT TDY ORDER

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

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

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

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

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

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

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

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

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

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

A. General

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

B. 180-Day Time Limitation

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

2. Extensions

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

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

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

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

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

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

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

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

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

C. TDY in Excess of 180 Consecutive Days

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

2. Authorizing/Approving Authority

a. **Members Only**:

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

(a) The Secretary Concerned,

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

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

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

(2). Re-Delegation Exception

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

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

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

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

(1) The Secretary Concerned,

\*(2) Service/DoD Agency Headquarters, if delegated,

\*(3) DoD Agency Director,

(4) The Chief of an appropriate bureau/staff agency specifically designated for that purpose (2 Star equivalent), or

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

*\*This authority must not be re-delegated, except as stated for Service/DoD Agency Headquarters.*

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

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

a. Approve the order as written, or

b. Direct that the order be amended to:

(1) Terminate the duty and return the traveler to the old station or assign a new station,

(2) Change the assignment from TDY to a PCS,

(3) Fix the period at 180 or fewer days from the reporting date at the TDY station, or

(4) **Employees Only:** Authorize a TCS (par. 2230-D), *and*

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

5. Per Diem

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

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

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

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

a. The requirements in par. 2230-C do not apply to an employee's TDY assignment when deployed to Afghanistan/Iraq supporting ongoing contingency operations (App A1).

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

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

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

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

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

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

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

b. 7-Month Period Requirement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 1. General

- a. Course(s) of instruction at a school/Installation with a scheduled duration of less than 140 days (20 weeks) are TDY.
- b. No per diem is payable if prohibited by par. 4090-J.
- c. If the scheduled course duration is 140 or more days, the school/Installation is that member's PDS, except when the course is authorized as TDY under par. 2240-B.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## CHAPTER 2: OFFICIAL TRAVEL

### PART E: TRAVEL ADVANCE

#### 2300 AUTHORITY

A. Authorization. A travel advance, as allowed by the authorizing statute:

1. May be paid when authorized on a travel order, and
2. Is not the same as authorizing GTCC IBA use for an ATM advance.

B. Regulations. A travel advance is paid IAW:

- \*1. The [DoD FMR, Volume 9](#) (DoD Services/DoD Agencies), and
2. Service regulations (Non-DoD Services).

#### \*2305 TRAVELER AND SERVICE/DOD AGENCY RESPONSIBILITY

A. Traveler Responsibility. A traveler on official business:

1. Is responsible for travel expenses, but
2. Should not have to pay official travel expenses entirely from personal funds, unless the traveler decides not to use available Gov't resources (e.g., the GTCC or traveler's checks).

\*B. Service/DoD Agency Responsibility. The Service/DoD Agency:

- \*1. May issue travel advances for certain authorized expenses, and
- \*2. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Service/DoD Agency and the traveler (e.g., using the GTCC).

#### 2310 AUTHORIZED TRAVEL ADVANCES

A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses and specified travel and transportation allowances.

B. Advance Payment Information

1. **Members Only**. Additional information on advance payment of allowances is located as follows:
  - a. Discounted Conference/Training Registration Fee (App R2-H);
  - b. TDY travel (Ch 4);
  - c. Advance Lodging deposit (par. 4130-M);
  - d. Reimbursable expenses (App G);
  - e. Member PCS (par. 5008-E);
  - f. Dependent outpatient travel (par. 7105-J);

- g. Dependent PDT (par. 5088);
  - h. HHG transportation (par. 5196);
  - i. Designated representatives to Yellow Ribbon (par. 7350-F);
  - j. Mobile home transportation (par. 5400);
  - k. DLA (Ch 5G, pars. 6060 and 6115);
  - l. Recruiting expenses (par. 7625);
  - m. SROTC member (par. 7375);
  - n. Attendants on behalf of member patients (pars. 7200-G and 7085-A);
  - o. Escorts and attendants of dependents (par. 7195); and
  - p. Station (COLA and TLA) and housing (OHA & FSH) allowances (pars. 9157 and 10028). ***NOTE: Advance MIHA is not authorized.***
2. **Employees Only.** Additional information on advance payment of allowances is located as follows:
- a. Discounted Conference/Training Registration Fee (App R2-H);
  - b. TDY travel (Ch 4);
  - c. Advance Lodging deposit (par. 4130-M);
  - d. Reimbursable expenses (App G);
  - e. HHG transportation and SIT using the commuted rate method (pars. 5656-D and 5680);
  - f. Mobile home transportation (par. 5400);
  - g. House hunting Trip (HHT) (par. 5892);
  - h. Temporary Qtrs Subsistence Expenses (TQSE) (Ch 5, Part B);
  - i. Attendants/escorts for military dependents (par.7175); and
  - j. Transportation and Emergency Storage of POV (par. 6525).

## CHAPTER 2: OFFICIAL TRAVEL

### PART F: ARRANGING OFFICIAL TRAVEL

#### 2400 CTO USE

##### A. Policy

1. It is mandatory policy that all employees/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 Service/DoD Agency 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/DoD Agency Regulations. See DoD Service/DoD 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/DoD Agency 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 2: OFFICIAL TRAVEL

### PART H: GOV'T QTRS USE/AVAILABILITY

#### SECTION 1: **MEMBERS ONLY**

##### 2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY

For Coast Guard, NOAA, and PHS Personnel, Gov't Qtrs are available only if use is directed in the order.

##### 2555 GOV'T QTRS USE

A. Directed Use. A member is required to use Gov't Qtrs if:

1. Sent TDY to a U.S. Installation (see App A1); *and*
2. The Gov't Qtrs on that U.S. Installation are adequate and available.

B. Member Assigned to a Contingency Operation for More Than 180 Days at One Location

1. The Secretary Concerned may direct the use of Gov't contract Qtrs, at/near the U.S. Installation/Reservation specifically contracted for a member assigned to a Contingency Operation for more than 180 days at one location.
2. Arrangements for Gov't contract Qtrs should consider arrangements for transportation between the lodging and work site.
3. Directed use of Gov't contract Qtrs off the U.S. Installation does not permit directed GMR.

##### 2560 GOV'T QTRS AVAILABLE

A. Checking Gov't Qtrs Availability

1. A member performing TDY at/to a U.S. Installation (as opposed to a town/city) *is required* to check Gov't Qtrs availability (either directly or through the CTO) at (*not near*) the assigned U.S. Installation.
2. The member *is not required* to seek/check for Gov't Qtrs when TDY to a U.S. Installation/Reservation after non-availability documentation has been initially provided.
3. Example: A member, who is required to check Qtrs availability on arrival at a U.S. Installation, does so and certifies non-availability, or is issued non-availability documentation. The member cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period there. See par. 2570.
4. 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.
5. When ordered to a Joint Base that encompasses locations that are not connected but are geographically separated (i.e., do not share a common perimeter), travelers are required to use lodging at the Gov't Qtrs located on the part of the base where they are performing duty. If quarters are not available at that location, the traveler should receive a statement of non-availability as per JTR, par. 2570. Travelers are encouraged, but not required to use Gov't Qtrs at other locations geographically separated within the Joint Base.

B. AO Directs Gov't Qtrs. The AO may direct Gov't Qtrs when participating in a combined exercise/operation, or attending a foreign service school where the use of Gov't Qtrs on that foreign installation would be prudent.

C. Availability/Non-availability Documentation

1. Availability/non-availability must be documented (see par. 2570).
2. Non-availability documentation is required only for Gov't Qtrs on (not near) an Installation at which a member is TDY.
3. 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.

D. Member Uses Other Lodgings as a Personal Choice. A member:

1. Should use adequate and available Gov't Qtrs on the U.S. Installation at which assigned TDY.
2. Who uses other lodgings *as a personal choice*, when adequate Gov't Qtrs:
  - a. Are available on that U.S. Installation, or
  - b. Use is directed on a foreign Installation

*is limited to the Gov't Qtrs lodging reimbursement cost* on the Gov't Installation to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

E. Per Diem Limitation Not Allowed. Per diem cannot be limited based on nearby Gov't Qtrs that are not on the Gov't Installation, to which the member is assigned TDY, but on another nearby Gov't Installation, uniformed facility, or elsewhere.

**2565 GOV'T QTRS NOT AVAILABLE**

The Services have predetermined that Gov't Qtrs are *not available*:

1. When a TDY/delay point is at other than a U.S. Installation (See App A1);
  2. When an AO determines that Gov't Qtrs use would adversely affect mission performance except for:
    - a. A member attending a service school at a Uniformed Service facility, and
    - b. An O-7 through O-10 officer who personally determines Qtrs availability;
  - \*3. During en route travel periods for PDT only;
  - \*4. When travel is ICW a PCS:
    - a. When per diem is payable under MALT Plus (see par. 5220-A);
    - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in Gov't Qtrs at a POE/POD; or
    - c. To a ship/afloat staff with an OCONUS home port, and;
      - (1) A member is accompanied by dependents authorized concurrent travel;
      - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;
- and Gov't Qtrs are not available for the entire family;

\*5. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status (See par. 7175); or

\*6. When TDY to a Joint Base and the Gov't Qtrs are located at a part of the Joint Base that is geographically separated (i.e., do not share a common perimeter) from the duty location.

### 2570 TRAVEL ORDER/VOUCHER

A. Non-Availability Documentation. The member must document Gov't Qtrs non-availability by one of the following:

1. A non-availability confirmation number provided by the Service's lodging registration process; ***or***
2. The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; ***or***
3. Member certification that Gov't Qtrs were not available on arrival.

B. Authorization/Approval. When a member provides acceptable documentation of Gov't Qtrs non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

C. Paper Non-Availability Statement Not Required (Effective 1 October 1995). Per USD (P&R) memorandum, dated 29 August 1995, DoD uniformed service members are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

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## CHAPTER 2: OFFICIAL TRAVEL

### PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

#### 2700 TRAVEL VOUCHER SUBMISSION

\*Travelers should submit a travel voucher IAW Service/DoD Agency administrative and/or procedural directives. Use DoD FMR, Vol. 9 except when official assignments (TDY, TCS, ITDY or PCS) are funded by a non-DoD Agency. Non-DoD Services should use Service regulations.

#### 2705 FRAUDULENT CLAIMS

A. Payment Requirements. For requirements regarding payment when fraudulent expense(s) are suspected, see:

- \*1. [DoD FMR, Vol. 9](#) (DoD Services/ DoD Agencies), or
2. Service regulations (Non-DoD Services).

B. Suspicious Expenses. When there is reasonable suspicion of a falsified expense for:

1. **Other than** the cost of lodging, meals or incidentals, the suspicious expense is not allowed.
2. Lodging, meals or incidentals, the applicable per diem/AEA is denied for the entire day on which the suspected expense is claimed.

C. Gov't Reimbursement. IAW [DoD FMR, Vol. 9](#) (or Service regulations for non-DoD Services) if payment is made before discovery of a suspected falsified expense, the payment recipient must reimburse the Gov't ([57 Comp. Gen. 664 \(1978\)](#) and [61 Comp. Gen. 399 \(1982\)](#)).

#### 2710 RECEIPT REQUIREMENTS

A. General

1. [DoD FMR, Vol. 9](#) requires a receipt for each:
  - a. Lodging expense, regardless of the amount, and
  - b. Individual expenditure of \$75 or more.
2. A receipt must show:
  - a. When specific services were rendered,
  - b. When articles were purchased, and
  - c. The unit price.
3. Requirements for additional receipts are discouraged. If a traveler's claim has doubtful reimbursement requests, see par. 2705.
4. Travelers are advised to retain ALL receipts for tax/other purposes.
5. A 'lost receipt' statement (see par. 2710-B) **is not a substitute** for an online booking hotel receipt.

B. Lost Receipt

1. If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.
2. For lodging, a statement must include:
  - a. The lodging facility name and address,
  - b. Dates the lodging was obtained,
  - c. Whether or not others shared the room (and the sharer's status as an official traveler), and
  - d. The cost incurred.

C. Review and Administrative Approval

1. The AO must determine if claimed expenses are reasonable.
2. Expenses must not be approved if they are:
  - a. Inflated/inaccurate, or
  - b. Higher than normal for similar services in the locality.

**2715 LOST/STOLEN/UNUSED TICKET**

A. General. The traveler:

1. *Must safeguard tickets carefully at all times;*
2. Must immediately report a lost/stolen ticket to the issuing CTO;
3. Is financially responsible for purchasing a replacement ticket;
4. Must not be reimbursed for the replacement ticket purchase until the Gov't has received a refund for the lost/stolen ticket;
5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the Gov't is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and
6. Must return unused tickets to the CTO.

\*B. Turning in Unused Tickets. [SF-1170, Redemption of Unused Tickets](#), is usable, if authorized in Service/DoD Agency regulations ICW turning in unused tickets.

**2720 LOST/STOLEN/UNUSED GTR**

A. General. A traveler/other accountable person:

1. *Must safeguard a GTR carefully at all times.*
- \*2. Must immediately notify the proper official, IAW Service/DoD Agency procedures, if a GTR is lost/stolen.

**Part K: Travel Claims, Receipts, and Tickets**

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\*3. Must immediately notify the named carrier and other local initial carriers, IAW Service/DoD Agency procedures, if the lost/stolen GTR shows the carrier service desired and origin point.

\*4. Must send (*and not use*) a recovered GTR that has been reported as lost, to the activity specified IAW Service/DoD Agency regulations.

5. May be held liable for any Gov't expenditure caused through personal negligence (the member for the dependent also under most circumstances) in safeguarding GTRs.

B. Personal Use of GTR Prohibited. A GTR:

1. May be issued and used *only for official travel*; and

2. *Must not be issued/used for personal travel*, regardless of the reason, even on a reimbursable basis.

### 2725 TRAVELER WITHOUT SUFFICIENT FUNDS

\*A. General. A traveler without sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost charge basis IAW Service/DoD Agency regulations. DoD personnel see [DoD 4500.9-R, DTR, Part 1](#). Non-DoD Services see Service regulations.

B. Transportation. Necessary transportation is furnished as a personal loan for the traveler's benefit.

C. Financial Responsibility. The traveler remains financially responsible to the Gov't for the lost/stolen ticket cost, regardless of fault or negligence.

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## CHAPTER 2: OFFICIAL TRAVEL

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

#### 2800 GENERAL

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

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

1. Classification. The local area is:

a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;

\*b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service/DoD Agency in a written directive. *An arbitrary distance radius must not be established to define a local commuting area* ([59 Comp. Gen. 397 \(1980\)](#)); or

c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis.

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

C. Control and Delegation

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

2. These designated officials also are responsible for:

\*a. Furnishing public transit system tokens/tickets, when appropriate; (***NOTE: DoD or the Service/DoD Agency must specify the business practice for managing and safeguarding such items, if applicable***), and

b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.

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

D. Reimbursable Expenses. See App G.

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

1. Is *not* covered in the JTR;

2. Is intended only for transportation from home to work site and return to home;

3. Is not intended for use to pay for travel to/from/between alternate work site(s); and

4. Used to travel to/from/between alternate work site(s) prevents the traveler from receiving local travel reimbursement for that travel.

F. Travel to and from Medical Facilities (Members Only)

1. Official Ordered Travel at Gov't Expense

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

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

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

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

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

**2805 PDS AREA TRAVEL**

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

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

B. Commercial Transportation

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

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

- a. Local public transit system (when tokens, tickets or cash fares are not furnished);
- b. Taxicab fares; and
- c. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

a. POC travel is reimbursed using the authorized TDY mileage (par. 2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See App G.

c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which

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

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passengers contribute funds to defray the POC operating expenses.

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

a. See par. 4780 for travel to/from a transportation terminal.

b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

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

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

1. TDY mileage for POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;

2. The actual cost of necessary POC parking; and

3. The cost of local public transit system when tokens, tickets or cash fares are not furnished.

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

E. Examples

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

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

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

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

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

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

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

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

**F. Transportation Expense Reimbursement Tax (Employees Only)**

1. Conditions. Local taxable travel exists when:

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

b. An employee travels:

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

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

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

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

4. Income Tax Reimbursement Allowance (ITRA). The ITRA (par. 4970):

a. Applies only to extended TDY assignments, and

b. May not be applied to local travel.

5. Examples

a. **Example 1.** An employee is responsible for managing employees in two local area locations. The employee drives to an alternate work site, 45 minutes from the residence, every Thursday to approve documents, and meet with employees. There is reasonable expectation that travel will last for more than 1 year, and for more than 35 days in one year. Reimbursements for daily travel are considered taxable by the IRS.

b. **Example 2.** An employee takes the train daily between NYC and Peekskill, NY to attend meetings and conduct other business tasks. The employee expects to follow this routine continuously for the next 5 months (100 workdays). There is a reasonable expectation that travel will last for less than 1 year. The 35

Day Rule does not apply because travel is reasonably expected to last for 1 year or less. Reimbursements for daily travel are non-taxable.

### 2810 TRAVEL AT THE TDY LOCATION

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

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

B. Meals and/or Lodging Unavailable at Duty Site

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

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

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

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

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

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

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

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

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

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

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

**2820 VOUCHERS AND SUPPORTING DOCUMENTS**

See Ch 2, Part K.

## CHAPTER 2: OFFICIAL TRAVEL

### PART M: MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

#### 2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

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

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

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

D. Voucher Submission

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

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

F. Reimbursable and Non-Reimbursable Expenses Quick Reference Tables

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

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

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

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

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

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

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

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

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

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

**Baggage Transfer Fees**

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

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

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

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

**Communication Services** (*Effective 1 October 2014*)

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

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

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

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

### **Currency Conversion Fees**

#### 1. Reimbursable

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

#### 2. Not Reimbursable

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

#### 4. Supplemental Vouchers

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

**Disease Prevention Measures**

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

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

**Energy Surcharge Fees.** Energy surcharge fees are reimbursable.

**GTCC**

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

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

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

**Internet Connections**

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

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

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

**License/Permit, International Driver's**

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

**Lodging, Dual**

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

**Lodging Fees/Daytime Lodging Charges**

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

**Lodging, Mandatory Fees/Charges**

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

**Lodging Reimbursement while on Leave**

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

### Lodging Tax

1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.
2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is not separately reimbursable.
3. Exception. Reimbursement is authorized in CONUS and non-foreign OCONUS areas except when MALT Plus for POC travel is paid.
4. Applicability to Long Term TDY Flat Rate Per Diem. See pars. 4250-B7 and 4250-E.

### Merchant Surcharge

#### 1. Members Only

- a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged with:
  - (1) The GTCC, or
  - (2) A personal charge card used by members exempt from GTCC use for official travel. The member must provide exemption authority.
- b. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.
- c. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

#### 2. Employees Only

- a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.
- b. Reimbursement is not authorized for merchant surcharges for the use of a personal charge card.
- c. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.
- d. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

**Military Working Dog (MWD) Expenses**

1. Travel and transportation expenses related to a MWD are reimbursable expenses, limited to the following:
  - a. Transportation costs, to include tariffs either as cargo, or when traveling in the cabin with the handler.
  - b. Kennel handling fees at an air terminal or place of lodging.
  - c. Lodging fees ICW the MWD, and/or
  - d. Cleaning fees ICW commercial rental vehicle transportation for the MWD.
2. Expenses related to a MWD that are not reimbursable, under travel, but could be considered mission expenses include, but are not limited to:
  - a. Dog Food,
  - b. Leashes,
  - c. Kennels (damage/replacement), and/or
  - d. Veterinary services.

**Mission Related Expenses**

1. Mission related expenses *are not reimbursable as travel expenses.*
2. Mission related expenses include, but are not limited to:
  - a. Equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.);
  - b. Medical equipment;
  - c. Parking/traffic ticket fines;
  - d. Tools;
  - e. Film;
  - f. Paper;
  - g. Books;
  - h. Medical supplies;
  - i. Use of clerical assistance (e.g., typists, data processors, stenographers);
  - j. Technology equipment (e.g., computers, printers, faxing machines, and scanners);
  - k. Gifts for child care, pet care, or hotel concierge;
  - l. Workout room/gym fee;, and
  - m. Similar items.

3. See [B-166411, 3 September 1975](#); [B-198823, 10 December 1980](#); and [B-198824, 23 January 1981](#).
4. See [DoD FMR Vol. 10, Ch 11](#) for reimbursement.

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

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

**Paper Tickets**

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

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

A. **Eligibility.** The following persons are eligible for reimbursement of expenses ICW passports, visas, green cards, photographs, physical exams, and legal services under the applicable circumstances.

1. **Members Only**
  - a. **TDY.** When necessary for performing TDY in a foreign location,
  - b. **PCS.** When assigned to a foreign OCONUS area and required for initial or continued assignment, or
2. **Employees Only (U.S. Citizens Only)**
  - a. **TDY.** When necessary for performing TDY in a foreign location,
  - b. **PCS.** When assigned to a foreign OCONUS area under a service/renewal agreement and required for initial or continued assignment.
3. **Employees Only (Non-U.S. Citizens,** Including Local Hire Foreign Nationals). Reimbursement is authorized for employees hired locally or transported to a foreign OCONUS area at Gov't expense when expenses are necessary for performing TDY in a location other than their country of citizenship.

4. Dependents (Members and Employees; U.S. Citizens and Foreign Citizens). For PCS travel when:
  - a. The dependent's sponsor is assigned to a foreign OCONUS area and required for initial or continued assignment, and
  - b. The dependent is authorized travel and transportation allowances to/from a foreign OCONUS area.
5. Acquired Dependent (**Members Only**). A member serving an unaccompanied OCONUS tour who acquires a dependent, OCONUS, is authorized reimbursement for the acquired dependent ***only when***:
  - a. Par. 9000-A2 or 9000-A3 applies, and/or
  - b. The dependent qualifies for travel and transportation from the OCONUS PDS IAW par. 5088-C4.
6. Emergency Technical Support Personnel (Member or Employee). When directed by the AO and necessary for performing TDY in a foreign location.

B. Reimbursable Expenses Details and Requirements

1. Biometric Fees

- a. Biometric fees, that are mandatory for passport and/or visa issuance, are reimbursable.
- b. Biometric data collects the traveler's measurable physical/behavioral characteristics that can be used to:
  - (1) Verify the individual's identity, or
  - (2) Compare the identity against other entries when stored in a database.
- c. Examples of biometric data are face recognition, fingerprints, and iris scans.

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

3. Legal Service Fees

a. Legal Services. Legal services include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for:

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

b. Authorized Expenses. Legal service expenses are reimbursable if local laws and/or customs require the use of lawyers in processing applications.

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

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c. Expenses Not Authorized. Legal service fees, for personal expenses, are ***not authorized***. These fees include services for:

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

4. Medical Expenses. Medical expenses ***are not reimbursable***, except for disease prevention measures such as inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).

5. Passport Fees

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

- (1) Passport Book. A regular passport that can be used for all international travel.
- (2) Passport Card. Limited to departure/entry to/from the U.S. through land; and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda. A passport card is not authorized for international air travel.
- (3) E-Passport. A regular passport book with electronic biometric data. An E-Passport can be used for all international travel.

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

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

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

- (1) Gov't transportation became available after commercial travel arrangements were made and a passport was purchased; or
- (2) The travel priority is sufficiently high to require backup travel arrangements that cannot include city pair reservations.

6. Physical Examination Fees. Physical examination fees:

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

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

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

1. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or
2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.

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

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

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

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

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

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

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

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

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

1. General. Some states:
  - a. Require an ownership tax and license fee for a POC used in the state for over 30 days, and
  - b. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.
2. Traveler Paid Charges. If a TDY traveler applies for and is denied an exemption certificate for ownership tax and licensing fees by the TDY state, the traveler is reimbursed if all of the following conditions are met:
  - a. POC use is to the Gov't's advantage ICW a TDY assignment (see par. 4775).
  - b. The traveler's PDS is not the state the TDY assignment is performed.
  - c. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fees on a POC.
3. Documentation. Payment documentation of state imposed charges may be required.
4. See [B-214930, 1 October 1984](#).

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

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

**Registered Traveler Membership Fee**

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

**Registration Fee**

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

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

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

**Service and Processing Fees**

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

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

1. General
  - a. Special conveyance/rental vehicles are a reimbursable expense with AO authorization/approval.
  - b. When a special conveyance (particularly a rental vehicle or a taxi) must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.
  - c. See special conveyance/rental vehicle reimbursable expenses.
2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.
3. Reimbursable Expenses. When the AO authorizes/approves special conveyance/rental vehicle use for official travel, the following expenses are reimbursable:
  - a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS);
  - b. Rental cost, tax and local assessments on rental vehicle users;
  - c. Necessary gas and oil;
  - d. Aircraft landing and tie down fees;
  - e. Transportation to and from the rental facility, public transit systems, and taxi fares;
  - f. Parking; ferry fares; bridge, road and tunnel tolls;
  - g. Traveler access fee;
  - h. Garage, hangar, or boathouse rental;
  - i. Operator's subsistence;
  - j. Optional extra collision hull insurance for rental aircraft;
  - k. Mandatory rental car insurance coverage required in foreign countries;
  - l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.
  - m. GPS rental, when the AO determines it is necessary for official use.

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

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n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official travel.

o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required:

(1) By the rental company in a foreign area/country to provide full coverage insurance,

(2) For certain classified special operations. [B-204486, 19 January 1982](#)

p. A breathalyzer installed in rental car when required in a foreign country. See item 4e below.

q. Rented Motor Vehicle Damage

(1) DoD Travelers

(a) A traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business, if the claim is adjudicated payable.

(b) The Gov't may make direct payment to the rental car company, instead of the traveler, if appropriate.

(c) Reimbursement is a transportation expense.

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

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

(f) If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the [DTMO website](#).

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

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

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

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

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

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

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

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

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

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

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

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

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

**Tips, Transportation Related**

1. Courtesy Transportation. Transportation related tips the traveler elects to pay to drivers of courtesy transportation (e.g. hotel, park and ride, or airport shuttles), ICW official travel, are covered in the IE portion of per diem and are *not reimbursable* (*effective 1 October 2014*).

2. Taxi Cab/Limousine Service. Reasonable and customary transportation related tips and mandatory service charges for taxi cab/limousine service are not separately reimbursable, but added to the cost of such transportation. A reasonable and customary fee is the amount that your transportation service provider determines to be the standard tipping amount up to 20% of the fare amount which must be included in the total fare amount claimed on your travel voucher.

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

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

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

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

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## CHAPTER 4

## TEMPORARY DUTY TRAVEL

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## CHAPTER 4: TDY

### PART B: PER DIEM

#### SECTION 1: GENERAL

##### 4050 PER DIEM

###### A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.
2. Per diem is payable for whole days, except for PDS departure/return days.
3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.
4. [Per diem rates](#) are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. 4130-K if neither Gov't Qtrs nor commercial lodging is available at the TDY location.
5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.
6. Lodging Plus per diem is not authorized for any day that PCS MALT Plus per diem is paid **(Members Only)**.
7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.
8. GSA, DoD, and DoS are responsible for travel [per diem rates](#). See par. 4120.
9. The [Standard CONUS per diem rate](#) applies for any CONUS city/county location not identified in the CONUS [per diem rates](#).
10. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.
11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. 2710 and [DoD FMR 7000.14-R, Volume 9](#)).
12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/GMR cannot be applied for the first and last travel days.
13. Ordinarily, per diem is based on the traveler's TDY location at 2400.
14. M&IE payment does not require expense itemization and/or receipts.
15. Box lunches, inflight meals and rations furnished by the Gov't on military aircraft are not a Gov't dining facility/mess for per diem computation purposes.
16. For TDY within a COCOM/JTF AOR, see par. 4605.

17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. 4205).
18. A Gov't meal paid for by the traveler and consumed in a Gov't dining facility/mess is not a deductible meal.
19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.
20. Travel of 12 or Fewer Hours (12 Hour Rule)
  - a. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.
  - b. See Ch 3 for transportation allowances.
  - c. Occasional meals may be reimbursed IAW par. 4230 when the member is required to procure a meal(s) at personal expense outside the PDS limits **(Members Only)**.

**B. TDY Location**

1. TDY Location Specified. The per diem rate for a TDY point is the locality rate specifically listed for a:
  - a. Reservation,
  - b. Station, or
  - c. Other established area. This includes established, large reservation subdivisions that:
    - (1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawaii); or
    - (2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).
2. TDY Location Not Specified. When the location is not specifically listed in the per diem table, the per diem rate is based on the:
  - a. Front gate location for the reservation, station, or other established area, or
  - b. County per diem rate for the TDY location, or
  - c. Standard CONUS per diem rate, if neither the city/town nor the county is listed.

**C. References**

1. TDY Location Determination. See the [U.S. Census Bureau](#) website to determine in which county a destination is located.
2. Per Diem Location Claims Case. See [DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010](#).

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

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

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

1. The foreign/non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive.
2. Per diem payment is authorized concurrent with a differential payment when an employee is assigned away from the PDS on detail/TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment while on the detail/TDY.

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

- A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the M&IE rate for the TDY location is paid for each travel day.
- B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the higher for the 2 on day 2 for day 2).
- C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.
- D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.
- E. Meals Deduction

1. See par. 4230 for occasional meals authority **(Members Only)**.
2. No meals deduction is made **(Employees Only)**.

F. Tax Implications **(Employees Only)**. Per diem payment for TDY of more than 12 hours but less than/equal to 24 hours may be taxable (IRS Revenue Rule 68-663 & 26 CFR §1.162-2(a)). The employee should verify possible state and local implications.

**4060 TDY MORE THAN 24 HOURS**

- A. Per Diem Rate Determination. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location.
- B. Lodging Required En Route. When lodging is required, and the traveler is still en route, the applicable per diem rate is the:
1. TDY location per diem rate, or
  2. Stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations.
- C. Per Diem Limitation. Only one per diem rate is applicable to a calendar day.

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

- A. M&IE Rate. 75% of the appropriate locality M&IE rate is paid:
1. Regardless of departure time, and
  2. If travel begins and ends on the same day, and is longer than 12 hours.
- B. Rates Not Applicable. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
- C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.
- D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:
1. TDY location per diem rate, or
  2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.
- E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

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

**4070 STOPOVER POINT**

- A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. *Lodging does not include sleeping in the transportation terminal.*
- B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

**4075 FULL CALENDAR TRAVEL DAYS**

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

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

A. General

1. The applicable [M&IE rate](#) is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.
2. The GMR, PMR, \$3.50 OCONUS IE, and reduced per diem rate *do not apply*.
3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.

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

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

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

**4085 EXAMPLE**

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

**4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL**

A. Traveler Dies while in a TDY Status

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

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

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

C. TDY ICW Leave

1. General

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

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

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

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

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

b. Transportation expenses for the return trip that exceed what would otherwise have been incurred if the traveler had not been required to perform the TDY ([31 Comp. Gen. 509 \(1952\)](#)).

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

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

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

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

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

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

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

- a. A traveler on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed.
- b. For return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed for the excess constructed per diem and transportation expenses for return directly from the leave location to the PDS.
- c. TDY allowances are payable at the TDY location. ([11 Comp. Gen. 336 \(1932\)](#); [16 id. 481 \(1936\)](#); [30 id. 443 \(1951\)](#)).

8. TDY Directed at Leave Status Termination

- a. A traveler on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses when the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS ([19 Comp. Gen. 977 \(1940\)](#)).
- b. If, in relation to the leave location, the TDY location is located in a routing direction through and beyond the traveler's PDS, the allowable per diem and transportation expenses are limited to that for round trip travel between the PDS and the TDY location ([24 Comp. Gen. 443 \(1944\)](#)).

\*9. Directed to Proceed to New PDS after TDY Completion. A traveler directed to proceed to a new PDS after TDY completion is authorized:

- a. PCS travel and transportation allowances for travel performed from the:
  - (1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and
  - (2) Leave address, or place at which the order is received, to the TDY station; and
  - (3) TDY station to the new PDS.
- b. TDY allowances at the TDY location.

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

\*1. If a TDY order is canceled while the traveler is en route to the TDY station, round trip travel and transportation allowances are authorized between the PDS or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS, NTE the round trip distance from the PDS to the TDY station. See [CBCA 2463-TRAV](#) dated 11 November 2011 and [B-129607](#), 21 November 1956.

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

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

1. General. A member on field duty is not authorized per diem except when the:
  - a. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Gov't Qtrs at no charge and/or Gov't meals at no charge for an enlisted member, were not available during stated field duty periods.

- b. Member participates in the operation advance planning or critique phase.
- c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. 4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

- (1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and
- (2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

- (1) Authorize a [per diem rate](#) in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or
- (2) Delegate authority to prescribe such a rate to a:
  - (a) Department headquarters bureau/staff agency chief, or
  - (b) Naval Systems headquarters commander

but there may be no further delegation.

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

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

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

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

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

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

- a. Accompanies a military unit on field duty, or
- b. Provides noncombatant support to a military unit (App A1).

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

- a. Gov't dining facility/mess (including field rations even though the employee is assessed a charge for that meal(s)), *and*
- b. Gov't provided billeting (non- transient barracks or tents)

are available.

3. Discount GMR. An employee on field duty is required to pay the discount GMR for a meal consumed in a Gov't dining facility/mess (including field rations).
4. Procured Meals/Lodging. Reimbursement is authorized for charges incurred for necessary meals/lodging procured during the TDY assignment.

**G. Personnel Traveling Together**

1. Personnel traveling together is travel away from the PDS requiring travelers to remain together as a group while traveling, due to mission requirements.
2. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers.
3. Per diem is not authorized on travel days when the order directs limited or no reimbursement.
4. Per diem prohibition:
  - a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.
  - b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.
  - c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.
5. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.
6. If meals or lodging are not available, occasional meals and lodging are paid IAW par. 4230 **(Members Only)**.
7. Limited reimbursement refers to reimbursement for occasional meals and lodging **(Members Only)**.
8. An employee pays the food cost and operating expense (surcharge) and is authorized reimbursement for food costs **(Employees Only)**.

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

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

1. **Not** authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.
2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. 4090-J applies.

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

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

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

- c. Basic training (including follow-on technical training and/or home station training for an RC member), or
- d. Instruction in a TDY status

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

2. Per Diem Authorized. Per diem is authorized:

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

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

b. During a Delay/processing incident to:

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

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

L. Inpatient **(Members Only)**

1. General. Per diem is:

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

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

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

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

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

- 1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, [DoD FMR, Volume 7A, Ch 13](#), and (par. 1245).
- 2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the [DoD FMR, Volume 7A, Ch 13](#).

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

1. Specifically authorized jointly by the Secretaries Concerned;
2. Traveling under a Uniformed Service order;
3. A per diem allowance is not authorized by the foreign government; or
4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

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

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

#### 4095 REDUCED PER DIEM

##### A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.
2. Reduced per diem rate authority must be requested and authorized prior to the travel.
3. The reduced per diem rate must be less than the locality [per diem rate](#).
4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. 4095-H.
5. Include the name and telephone number for a PoC who may be contacted concerning the request.
6. If the request is approved, the appropriate office listed in par. 4095-H authorizes a lower per diem rate to the requesting official.
7. USCG Exception. USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

##### B. Authority

1. A DoD Component head or the Secretary Concerned may authorize (in advance) [per diem rates](#) in lesser amounts (to zero) when the travel/duty circumstances warrant it and are unusual to the Service/DoD Component concerned. See par. 4090-E.
2. Employees Only. Except for pars. 4215 and 4110-C, a DoD Component head (App A1) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.

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

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

1. Obtained before travel begins, or
2. Part of an order amendment/modification covering a prospective period after the original order was issued,

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

**Employees Only**: See [CBCA 2291-RELO, 20 April 2011](#)

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

1. The order before travel begins, or
2. An order amendment/modification covering a prospective period after the original order was issued.

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

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

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

1. **Members Only**

- a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
- b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
- c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
- d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
- e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King, Jr. Ave SE, STOP 7907, Washington, DC 20593-7907.
- f. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
- g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
- h. Office of the SECDEF and other DoD Components. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Employees Only**

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

\*b. Navy and Marine Corps: Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

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

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

**4100 TDY WITHIN THE PDS LOCAL AREA**

A. Travel within the PDS Limits

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

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

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

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

2. Per Diem Authorized

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

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

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

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

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

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

2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is required.

3. Occasional meals may be paid under par. 4230 when the traveler is required to procure meals at personal expense outside the PDS limits.
4. See par. 3040 for transportation allowances.
5. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized within the PDS local area **Members Only**.

C. TDY within the PDS Limits for Emergency Circumstances

1. Per diem ICW transportation delays at the PDS may be paid in certain weather related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See [CBCA 2371-TRAV, 18 May 2011](#).
2. See Ch 3 for transportation allowances.
3. **Members Only**: Competent authority may authorize travel and transportation allowances when duty is performed:
  - a. Under emergency circumstances that threaten injury to human life or damage to Federal Gov't property,
  - b. At a location within the PDS limits,
  - c. At other than at the member's residence or normal duty location, and
  - d. Overnight accommodations are used by reason of such duty.

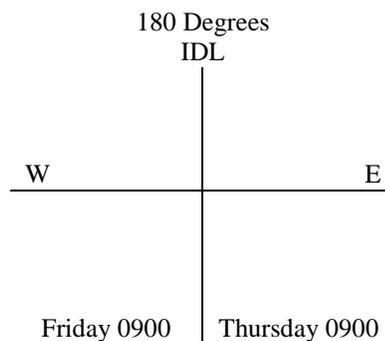
D. Brief Stay in the PDS Vicinity During TDY (Employees Only). Per diem at the PDS must be paid if:

1. An employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), **and**
2. The employee is in transit from one TDY site to another ([GSBCA 16144-TRAV, 14 November 2003](#)).

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

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

B. Computing Per Diem when Crossing the IDL



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

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

<p>The TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/\$90).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.</p> <p>When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&amp;IE for two 8/25 dates.</p> <p><b>A Gov’t dining facility/mess is not available at the TDY point. AEA is not authorized.</b></p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20 to 24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	$75\% \times \$90 =$		\$67.50
19 August Thursday	NO PER DIEM		
20 to 24 Aug (Friday-Tuesday)	$\$135 + \$90 = \$225/\text{day} \times 5 \text{ days} =$		\$1,125.00
25 Aug Wednesday	\$90 (M&IE) =		\$90.00
25 Aug Wednesday	$75\% \times \$90 =$		\$67.50
<b>Total</b>			<b>\$1,350.00</b>

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

<p>TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/\$72).</p> <p>The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.</p> <p>When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&amp;IE for one 8/25 date.</p> <p><b>A Gov’t dining facility/mess is not available at the TDY point. AEA is not authorized.</b></p>			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19 to 24 Aug (Thursday-Tuesday)	\$140 + \$72 = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
<b>Total</b>			<b>\$1,380.00</b>

**4110 SHIP TRAVEL**

A. Per Diem. Per diem:

1. For the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the embarkation/debarkation port rates and computed under the Lodging Plus method.
2. Is not authorized for the first/last travel day by Gov’t ship when it departs from the port that is the traveler’s PDS/returns to the port that is the PDS.

B. Gov’t Ship

1. Per diem is not authorized for TDY aboard a Gov’t ship when Qtrs are provided without charge and meals are provided with/without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between Gov’t ships at the same place and the transfer is made within a 10-hour period **(Members Only)**.
5. Reimbursement for the total cost of Qtrs on the ship and lodging ashore may not exceed the maximum [lodging](#) amount for the TDY locality concerned **(Employees Only)**.
6. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable **(Employees Only)**.

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

8. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless a different special rate is otherwise authorized/approved by the AO **(Employees Only)**.

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

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

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

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

- a. Furnished without charge, or
- b. Part of the accommodations cost,

except on embarkation/debarkation days, if otherwise authorized.

4. **Traveler Charged for Meals**

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

b. The AO should:

- (1) Set the meals portion of per diem equal to the anticipated expenses, and
- (2) State, in the order, the circumstances warranting the rate.

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

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

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

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

4. **Lodging Cost.** The actual lodging cost, if any, NTE the [Standard CONUS](#) lodging ceiling, is reimbursed.

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

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

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

- a. Ship is commissioned or service craft is placed in-service, and
- b. Ship is decommissioned or service craft is placed out of service.

3. Per Diem End. Per diem ends on the date the member's assignment is changed from:
  - a. TDY ICW fitting-out/conversion of a ship/or service craft to permanent duty aboard that ship/service craft, or
  - b. Permanent duty aboard the ship ICW ship decommissioning/service craft placement out of service, even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in/out of service date.

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

1. Per Diem
  - a. Per diem is not authorized when both Qtrs and all meals are furnished without charge.
  - b. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.
2. Lodging. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. 4145.

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

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both Qtrs and all meals are furnished without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.
3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. 4145.

**4115 CAR FERRY TRAVEL**

See Ch 3, Part I.

**4120 PER DIEM RATE REVIEW**

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

1. **Members Only:**
  - a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
  - b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
  - c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
  - d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

- e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
- f. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
- g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
- h. Office of the SECDEF and other DoD Components. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Employees Only:**

- a. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6<sup>th</sup> Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.
- \*b. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
- c. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
- d. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1CM, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- e. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

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

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

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## CHAPTER 4: TDY

### PART B: PER DIEM

#### SECTION 4: LONG TERM TDY FLAT RATE PER DIEM

*Effective for travel beginning or orders amended on or after 1 November 2014.*

#### 4250 LONG TERM TDY FLAT RATE PER DIEM

##### A. General

1. A reduced flat rate per diem applies when a traveler is assigned long term TDY (more than 30 days at one location) except as indicated in par. 4250-B.
  - a. Long term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.
  - b. Long term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.
2. If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat rate per diem applies beginning the day after the amendment is issued.
3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat rate per diem is increased or decreased accordingly unless the traveler has entered into a long term lease and the fixed rate per diem no longer covers the cost of lodging. See par. 4250-A1c.

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

1. The lodging portion of flat rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, the GMR or PMR is applicable and flat rate per diem is not applicable.
- \*2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging. Flat rate per diem is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, when otherwise incurring no lodging cost or lodging on a Gov't Installation. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW pars. 4250-A1 and 4250-A2. See par. 4250-B1 for proper payment of M&IE if any meals are provided.
3. If a traveler is unable to arrange suitable commercial lodging (e.g., safe, secure, clean and within a reasonable proximity to the TDY duty location) on their own, the CTO must be contacted for assistance. If the CTO is unable to arrange suitable lodging at the reduced per diem rate, then the AO may authorize actual lodging, NTE the locality per diem rate, IAW pars. 4130 and 4155, but the M&IE is still paid at the 75% or 55% rate, as applicable. The AO may determine that lodging is not suitable due to force protection/security concerns in foreign locations and authorize actual lodging, NTE the locality per diem rate, but the M&IE is still paid at the 75% or 55% rate, as applicable.
4. Long term TDY flat rate per diem applies to TDY at the specified location. If a traveler is sent TDY to another location, per diem computed using the Lodging Plus method, for that area, applies. If the additional TDY period is considered a second long term TDY period, then the rules in par. 4250-A1 apply to the second TDY.

- \*5. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4250-C.
- 6. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.
- 7. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (App G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem rate.

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

\*1. **Out of Pocket Expense Reimbursement.** The traveler is authorized out of pocket expense reimbursement. See App G.

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

3. **Example**

- a. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4155) and renting an apartment (\$1,200/month).
- b. The authorized per diem rate is \$78.10 (i.e., 55% of the locality rate of \$142).The lodging portion of per diem is \$50.05 (55% x \$91).
- c. Because the actual amount of lodging, \$40/day (i.e., \$1,200/30 days) is less than the lodging portion of per diem, the traveler is reimbursed \$40/day for retained lodging during an authorized absence.

D. **Long Term TDY Flat Rate Per Diem Examples**

1. **Without Long Term Lodging Taxes**

A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/\$61). The flat rate per diem for each full day of TDY is \$142.45 (\$259 x 55%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long term lodging cost is \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$0.				
	<b><u>Lodging</u></b>	<b><u>M&amp;IE</u></b>	<b><u>Total Per Diem</u></b>	<b><u>Reimbursable Expenses</u></b>
Pay the arrival day (travel day) Lodging: \$180 M&IE: \$45.75 (\$61 x 75% = \$45.75) Lodging tax: \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location: \$142.45/day	\$142.45 Flat Rate or		\$142.45	
	(\$198 x 55%) = \$108.90	(\$61 x 55%) = \$33.55		
Pay the departure TDY day (travel day) to the PDS: \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

2. With Long Term Lodging Taxes

A member is ordered TDY to a CONUS/Non-Foreign OCONUS location for two months. The traveler is authorized 75% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/\$61). The flat rate per diem for each full day of TDY is \$194.25 (\$259 x 75%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long term lodging cost is \$145/night for each full day of TDY and the daily lodging tax is \$12. When the computed lodging portion of flat rate per diem plus taxes (based on the computed lodging portion of flat rate per diem) exceeds the computed lodging portion of flat rate per diem, the taxes are a reimbursable expense. The computed lodging portion of flat rate per diem is \$148.50 (\$198 x 75%). The traveler is paying \$145/night plus \$12/day for taxes, totaling \$157. \$8.50 is the reimbursable excess amount (\$157-148.50 = \$8.50).

	<u>Lodging</u>	<u>M&amp;IE</u>	<u>Total Per Diem</u>	<u>Reimbursable Expenses</u>
Pay the arrival day (travel day) Lodging: \$180 M&IE: \$45.75 (\$61 x 75% = \$45.75) Lodging tax: \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location: 194.25/day plus \$8.50 lodging tax.	\$194.25 Flat Rate or		\$194.25	\$8.50
	\$198 x 75% = \$148.50	\$61 x 75% = \$45.75		
Pay the departure TDY day (travel day) to the PDS: \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

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

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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>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**  
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 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**  
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 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

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- 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
  - D.    Separation from Service and Retirement
- 5222            NTS INCIDENT TO OCCUPANCY OF GOV'T/GOV'T-CONTROLLED QTRS OR  
PRIVATIZED HOUSING AND INCIDENT TO VACATING LOCAL PRIVATE SECTOR  
HOUSING**
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  - 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>
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<b>5232</b>	<b>TIME LIMITS</b> A. General B. Authority Duration C. SIT D. NTS Status Table
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<b>5234</b>	<b>NTS CONVERTED TO SIT</b>
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### **Subsection A5e: Storage In Transit (SIT)**

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<b>5238</b>	<b>SIT TIME PERIOD RESTRICTIONS</b> A. General B. Starting Date
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<b>5240</b>	<b>FIRST 90 DAYS OF SIT</b> A. General B. Member's Financial Responsibility C. Order Changed
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<b>5242</b>	<b>SECOND 90 DAYS OF SIT</b> A. General B. Authorization/Approval Request C. Authorized Circumstances
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<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
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<b>5246</b>	<b>HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT</b> A. Authorization/Approval B. Additional HHG Partial Lot Withdrawals
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<b>5248</b>	<b>SHORT DISTANCE MOVES</b> A. Intra-city Move B. Inter-city Move C. Non-PCS Short Distance Move
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<b>5250</b>	<b>SIT FOR HHG TRANSPORTED FROM NTS</b> A. Authorized Transportation B. Time Limitation
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- 5252            SIT CONVERTED TO NTS**  
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 B.    Authorization/Approval  
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- 5254            NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS**  
 A.    General  
 B.    Subsequent Storage
- 5256            ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**  
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 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  
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**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 One Location

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

<u>Paragraph</u>	<u>Title/Contents</u>
5318	<p><b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b></p> <ul style="list-style-type: none"> <li>A. HOS Authorized</li> <li>B. Transportation to HOS Not Authorized</li> <li>C. Storage</li> <li>D. Member Undergoing Hospitalization/Medical Treatment</li> <li>E. Member Undergoing Education/Training</li> <li>F. Other Deserving Cases</li> <li>G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home</li> <li>H. Recalled to Active Duty before Selecting a Home</li> <li>I. Recalled to Active Duty after Selecting a Home</li> <li>J. Member on the TDRL Who Is Discharged or Retired</li> <li>K. Member Dies after Retirement/Release</li> <li>L. Member Ordered Home to Await Disability Retirement</li> </ul>
5320	<p><b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b></p> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Storage</li> <li>C. Separation or Relief from Active Duty to Continue in the Service</li> <li>D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service</li> <li>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</li> <li>F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty</li> <li>G. Time Limit</li> <li>H. Member Ordered Home to Await the Results of Disability Proceedings</li> <li>I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions</li> <li>J. Enlisted Member Ordered to a College</li> <li>K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty</li> </ul>
5321	<b>HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY</b>

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

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

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

**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 POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE****5336            POV SIZE LIMIT**

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

**5338            CARE AND STORAGE**

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

**5340            SHIPMENT METHODS**

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

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

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

**5346            TRANSPORTATION NOT AUTHORIZED**

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

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

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

<u>Paragraph</u>	<u>Title/Contents</u>
5352	<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
5354	<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
5356	<b>POV PURCHASED IN A NON-FOREIGN OCONUS AREA</b> A. Restriction B. Exception
5358	<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
5360	<b>REPLACEMENT POV SHIPMENT</b> A. General B. Conditions C. Limitations
5362	<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
5364	<b>EXCESS COST COLLECTION</b>
5366	<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
5368	<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

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

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

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

**5404            TRANSPORTATION**

- A. Definition
- B. Member Married to Member
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- 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

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<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

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
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	B. Mobile Home Transportation Incident to Alert Notice
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	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
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	I. HHG Removed from a Mobile Home to Meet Safety Requirements
<b>5422</b>	<b>STORAGE IN TRANSIT (SIT)</b>
	A. General
	B. SIT Time Limits
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<b>5424</b>	<b>MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD</b>
	A. General
	B. Member Assigned to Full PCS Weight Allowance Area
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### **Section A8: Pet Quarantine**

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<b>5426</b>	<b>GENERAL</b>
<b>5428</b>	<b>PET QUARANTINE REIMBURSEMENT</b>
<b>5430</b>	<b>GENERAL PET INFORMATION</b>
	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
<b>5432</b>	<b>TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT</b>

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<b>5434</b>	<b>CONUS TEMPORARY LODGING EXPENSE (TLE)</b>
	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
<b>5436</b>	<b>OCONUS TEMPORARY LODGING ALLOWANCE (TLA)</b>

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<b>5438</b>	<b>PURPOSE</b>
<b>5440</b>	<b>DEFINITION OF TERMS</b> A. Member with Dependent(s) B. Member without Dependent(s)
<b>5442</b>	<b>DLA AUTHORIZED</b> 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
<b>5444</b>	<b>DLA NOT AUTHORIZED</b>
<b>5446</b>	<b>PARTIAL DLA ELIGIBILITY</b> A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience B. Partial DLA Not Authorized for Local Moves
<b>5448</b>	<b>DETERMINING AMOUNT PAYABLE</b> A. General B. Dependent Authorized to Relocate ICW PCS but Delays Travel
<b>5450</b>	<b>FISCAL YEAR LIMITATION ON PAYMENT OF DLA</b> A. General B. Exceptions C. Application of Fiscal Year Limitation on DLA Payment
<b>5452</b>	<b>DLA RATES</b> A. Primary DLA Rates B. Secondary DLA Rates C. DLA when a Member-Married-to Member Couple is Transferred

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	A. General
	B. Two or More Family Members Employed
	C. Employee Married to Member
	D. Travel Order Issuance
<b>5502</b>	<b>ELIGIBILITY</b>
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<b>5504</b>	<b>ELIGIBILITY AND ALLOWANCES TABLE</b>
	A. Table 1:- Eligibility Table
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	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)
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<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
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<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**

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

**Subsection B2c: Special or Unusual Circumstances**

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- 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> <ul style="list-style-type: none"><li>A. General</li><li>B. Dependent-Related Circumstances</li><li>C. Dependent Travel-Related Circumstances</li><li>D. Remaining Service Requirement</li></ul>
<b>5584</b>	<b>TIME LIMITATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transfers without a Break in Service</li><li>C. Locally Hired Employee</li><li>D. Return for Separation</li></ul>
<b>5586</b>	<b>FUNDS ADVANCE</b>
<b>5588</b>	<b>TRANSOCEANIC TRAVEL</b> <ul style="list-style-type: none"><li>A. Transportation Mode</li><li>B. Air Travel Medically Inadvisable</li><li>C. Travel by Oceangoing Car Ferry</li></ul>
<b>5590</b>	<b>EMPLOYEE TRANSFERS</b> <ul style="list-style-type: none"><li>A. To and Within CONUS</li><li>B. To and Between OCONUS</li><li>C. From OCONUS</li></ul>

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**Subsection B3b: Per Diem**

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<b>5592</b>	<b>PER DIEM FOR DEPENDENT TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Dependent(s) and Employee Travel Together</li><li>C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately</li><li>D. Spouse/Domestic Partner Travels Separately from the Employee</li><li>E. TDY Involved</li><li>F. Travel by Commercial Ship</li><li>G. Dependent Transportation Cost Limited to Gov't-Procured Air Transportation Cost</li><li>H. Exclusions</li><li>I. Per Diem Computation Example</li></ul>
<b>5594</b>	<b>PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Examples</li></ul>

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

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<b>5596</b>	<b>TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Excess Costs</li><li>C. Authority</li></ul>
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<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5598</b>	<b>REIMBURSEMENT</b> A. Limitations B. Gov't Transportation C. Transportation Modes D. Receipt Requirements
<b>5600</b>	<b>TRAVEL AND TRANSPORTATION LIMITATIONS</b> A. Authorization B. Reimbursement C. Receipt Requirements
<b>5602</b>	<b>RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT</b> A. General B. Time Limitation

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

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<b>5604</b>	<b>POC USE</b> A. Use of One or Two POCs B. Use of More than Two POCs
<b>5606</b>	<b>MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)</b> A. General B. Authorized Traveler(s) C. Reimbursable Expenses
<b>5608</b>	<b>POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS</b> A. General B. Traveler Driven to the Transportation Terminal
<b>5610</b>	<b>PARKING, TOLLS AND OTHER COSTS</b>
<b>5612</b>	<b>TRANSOCEANIC TRAVEL BY POC</b> A. General B. Transoceanic Travel by Privately Owned Boat
<b>5614</b>	<b>AUTOMOBILE USE</b> A. General B. MALT
<b>5616</b>	<b>PRIVATELY OWNED AIRPLANE</b> A. General B. Nautical Miles C. Mileage Rate D. Travel Time E. Reimbursement Computation
<b>5618</b>	<b>PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)</b> A. Operation Cost B. Expenses

**Paragraph    Title/Contents**

- 5620            PRIVATELY-OWNED MOTORCYCLE**  
 A.    General  
 B.    Travel Time  
 C.    Reimbursement Computation
- 5622            PRIVATELY OWNED BOAT**
- 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

**Paragraph Title/Contents****Subsection B5b: HHG Weight**

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- 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
- 5648      ADMINISTRATIVE WEIGHT LIMITATION**
- A. Policy
  - B. Exceptions
  - C. Transportation from a Weight Restricted Area
- 5650      NET WEIGHT DETERMINATION**
- A. Crated Shipments
  - B. Uncrated Shipments
  - C. Containerized Shipments
  - D. Constructed Weight
- 5652      EXCESS CHARGES**
- 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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- 5654      FACTORS AFFECTING HHG TRANSPORTATION**
- 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
- 5656      TRANSPORTATION METHODS**
- A. HHG
  - B. UB
  - C. Actual Expense
  - D. Commuted Rate
  - E. Split Transportation
  - F. Employee Responsibility
  - G. Limitations
  - H. Cost Comparison
  - I. Multiple Transfers

**Paragraph   Title/Contents****Subsection B5d: Non-Temporary Storage (NTS)**

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<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

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<b>5804</b>	<b>ELIGIBILITY PERIOD</b> A. Starting Temporary Lodging Occupancy B. Temporary Lodging Occupancy Time Period C. Ending Temporary Lodging Occupancy
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  - C.    Service Agreement for OCONUS Employees other than School Teachers
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**Subsection B11b: Initial Agreements**

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- 5848      AGREEMENT VIOLATION PENALTIES**
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C.    Finance, Fiscal, or Disbursing Officer
- 5854      AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS**  
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- 5866            SEPARATE TRIPS BY EMPLOYEE AND SPOUSE**
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- 5868            WHEN A HHT MAY BEGIN**
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- 5880            TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY**
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<b>5892</b>	<b>HHT ADVANCE</b>
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### **Section B13: Temporary Change of Station (TCS)**

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<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
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<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**

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**Subsection B14a: General**

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  - B.    Requirements ICW Reimbursement
  - C.    Time Limit for Residence/Lease Termination Transactions
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  - E.    Residence Sale in Anticipation of Transfer
  - F.    Examples
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- 5910            EXCLUSIONS**
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- A.    Reimbursable Expense
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- 5914            REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS**
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- 5916            UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT**
- A.    Allowable Expenses
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- 5918            RETURN FROM MILITARY DUTY**

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

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- 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**

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

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

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**Subsection B15a: General**

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- 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**

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- 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**  
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 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**

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- 5938            GENERAL**
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  - 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**

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

## CHAPTER 5: PERMANENT DUTY TRAVEL

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

#### SECTION 1: GENERAL

##### 5000 SCOPE

###### A. General

1. PCS Allowances Incident to a PCS. This Chapter prescribes a member's authority for travel and transportation allowances for:
  - a. Personal and dependent travel,
  - b. HHG,
  - c. POV,
  - d. Mobile home,
  - e. DLA, and
  - f. TLE.
2. PCS Allowances not Directly Related to a PCS. This Chapter prescribes authority for travel and/or transportation for:
  - a. Dependents,
  - b. HHG,
  - c. POV,
  - d. Mobile home transportation under unusual/emergency circumstances, and
  - e. Other situations not directly related to a PCS.
3. Non-PCS Travel Allowances. See Ch 7.
4. Leave En Route. A member is authorized PCS travel and transportation allowances whether or not leave is taken en route.
5. Short Distance Move. When residence relocation is unnecessary because the PCS is a short distance move, the member ***must not be paid*** 'MALT-Plus', unless ordered to perform TDY en route.
6. Pet Quarantine. See Ch 5, Part A8.
7. Reimbursable Expenses on Official Travel. See App G.
8. Home of Selection. Once a home is selected, that selection is ***irrevocable if***:
  - a. Transportation-in-kind is furnished and used, or
  - b. Travel and transportation allowances are received after travel is completed.

B. PCS Travel Covered.

1. Transfer. Travel ICW a permanent duty transfer from one station to another.
2. Change in a Unit's Home Port/PDS Location. Travel ICW a ship's home port/mobile unit's PDS location change.
3. Call to Active Duty. Travel from home/PLEAD to the first PDS upon:
  - a. Appointment/re-appointment (including reinstatement) to regular Service from civilian life or from an RC;
  - b. An RC member called/ordered to active duty (including duty for training) for 20 or more weeks at one station;
  - c. Recall to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
  - d. Enlistment/induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from the last PDS to home upon:
  - a. Discharge, resignation, or separation from the Service under honorable conditions;
  - b. An RC member's release from active duty (including active duty for training) to which called for 20 or more weeks at one station;
  - c. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
  - d. Retirement; or
  - e. Temporary disability retirement.
5. Member Married to DoD Employee. See par. 5638 for HHG transportation when a DoD civilian employee is married to a uniformed member and both are authorized HHG shipments to the same new PDS.
6. Travel and Transportation Allowance Extensions when a Member Separates from the Service
  - a. A written time limit extension may be authorized/approved using the Secretarial Process.
  - b. An explanation of the circumstances justifying the extension must include the following:
    - (1) The specific additional time period.
    - (2) A description of the circumstances that prevent use within the prescribed time. ***The extension must be for the shortest time appropriate under the circumstances.***
    - (3) Acknowledgement that the extension is not being granted merely to accommodate personal preferences or convenience (DoD/GC #99-1).
    - (4) An extension ***must not be authorized/approved*** if it extends travel and transportation allowances for more than 6 years from the date of:
      - (a) Separation, release from active duty, or retirement
      - (b) Receipt by a member's dependents of official notice that the member is dead, injured, missing,

interned, or captured, unless a member's certified on-going medical condition prevents relocation of the dependent(s) for longer than 6 years from the notification date.

(5) An extension under 'Other Deserving Cases' (par. 5068-B) for any reason may not be for more than 6 years from the date of separation, release from active duty, or retirement.

7. Delayed/Deferred Use of PCS Allowances

- a. The member may elect not to move dependents and HHG (or a mobile home in lieu of HHG) when authorized.
- b. Dependents' travel and transportation allowances for still-eligible dependents and HHG (for some/all of the HHG) or mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders.
- c. Allowances are limited to the greater of the distances in items (1) and (2) below. ***This does not provide for transportation of non-command-sponsored dependents from an OCONUS PDS.***
  - (1) To the new PDS from the former PDS from which the dependents and/or HHG (or mobile home) were not moved, or
  - (2) From the current PDS from which the member is being ordered.
- d. See par. 5074-C1 ICW dependent transportation.
- e. See par. 5172-D ICW HHG transportation.
- f. See par. 5404-H ICW mobile home transportation.

**5002 ELIGIBILITY**

- A. General. This Chapter applies to PCS of all regular and RC members.
- B. Unique Categories. The following unique personnel categories are authorized PCS allowances as indicated, a/an:
  1. Cadet/midshipman. See par. 7650.
  2. Applicant and a rejected applicant of the regular service. See par. 7660.
  3. RC member. See par. 7355.
  4. Member whose enlistment has been voided. See par. 7645-A.
- C. Persons Not Covered. The following personnel categories are not authorized PCS allowances, a/an:
  1. Absentee/straggler being returned to the PDS. See par. 7655.
  2. Member discharged under other than honorable conditions. See par. 7635.
  3. Prisoner. See par. 7620.

**5004 ELIGIBILITY AND ALLOWANCES TABLE**

*Table 5A-1										
This table is a general guide to basic travel and transportation allowances in various PCS situations.  Specific allowances are prescribed in the rest of the Chapter and must be used to administer travel and transportation allowances ICW a member's PCS.										
Movement Situation	Mbr Travel Ch 5B	Dep Travel Ch 5C	HHG Transp Ch 5D	NTS 1/ Ch 5D	POV Shipment 2/ Ch5E1	POV Storage 23/ Ch5E2	Mobile Home Shipment 3/ Ch 5F	DLA 4/ Ch 5G	TLE 5/ Ch 5H	TLA 6/ Ch 9C
Travel to 1 <sup>st</sup> PDS	Yes	Yes	Yes	Yes 7/	No 8/, 9/	Yes	Yes	No	Yes	No 10/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 7/	No 9/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 11/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 11/	Yes	No	Yes
PCS Involving Mbr Married to Mbr Couples CONUS to CONUS To/from OCONUS	Yes(each) Yes(each)	Yes (each) Yes (each)	Yes (each) 12/ Yes (each) 12/, 13/	Yes (each) 7/ Yes (each)	No 9/ Yes (each)	No Yes	Yes 14/ No 11/	*See par. 5442-D & Table 5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 15/ Mbr completed 90% of 1 <sup>st</sup> term Mbr did <i>not</i> complete 90% of 1 <sup>st</sup> term	Yes Yes 16/	Yes Yes 16/	Yes Yes	Yes 17/ Yes 17/	No 18/ No 18/	No No	Yes Yes	No No	No No	Yes 24/ Yes 24/
Separated under Other Than Honorable Conditions 15/	Yes 19/	Yes 19/	Yes 20/	No	No 18/	No	Yes	No	No	No
Placed on TDRL	Yes 21/	Yes 21/	Yes 21/	Yes	No 18/	No	Yes	No	No	Yes 24/
Retired with pay (incl for disability); discharged with severance/separation pay; involuntarily released from active duty with readjustment/ separation pay 22/	Yes	Yes	Yes	Yes	No 18/	No	Yes	No	No	Yes 24/

1. For the time limitation of NTS for a PCS order, see par. 5226.
2. The member must meet the eligibility criteria in par. 5332 to be authorized POV transportation.

3. A member must meet the conditions in par. 5398 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. 5208-D.
4. The member must meet eligibility criteria in par. 5442 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate. See pars. 5440 and 5442. A member without dependents assigned to Gov't quarters at the new PDS is *not* authorized DLA. See par. 5440.
5. A member must meet eligibility criteria in par. 5434 to be authorized a TLE allowance. See par. 5434-D for maximum authorized periods.
6. TLA is only authorized under the conditions specified in par. 9155. See Ch 9, Part C1, for the maximum authorized periods.
7. When member requests NTS as an alternative to transportation, NTS must be in the Gov't's best interest. See par. 5216.
8. Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
9. See par. 5322-A for exceptions under which a POV may be transported at Gov't expense within CONUS.
10. Except when the member's first PDS is OCONUS.
11. Mobile home transportation is authorized only between CONUS locations, between a CONUS location and Alaska, and between Alaskan locations; and only if dependent(s) will occupy the mobile home at destination.
12. A member-married-to-member couple may combine their HHG weight allowances for transportation purposes. See par. 5208-A.
13. For moves to/from certain OCONUS areas, members may be limited to transportation of the senior member's administrative HHG weight allowance. See par. 5202-A5.
14. See par. 5404-B for combining the weight allowances of a member-married-to-member couple to compute the maximum mobile home authorization.
15. Travel and transportation allowances may be paid NTE to the HOR or PLEAD, whichever the member elects for travel allowances under par. 5066.
16. Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. 5066-A5 - member travel) and 5138-F (dependent travel)) except as authorized by the Service Secretary.
17. NTS ICW separation/retirement from the Service is in addition to transportation.
18. Except when a member's HOR/PLEAD or authorized HOS under par. 5068-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
19. See par. 7635, for member travel. For dependent travel for a member whose last PDS is CONUS, see par. 5148, or if the last PDS is OCONUS, see par. 5102.
20. A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
21. A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
22. Travel and transportation allowances may/may not be paid to the member's HOS. See par. 5068.
23. The member must meet the eligibility criteria in par. 5378 to be authorized POV storage.
24. TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure *and only while on active duty*.

## 5006 PCS ORDER

A. General. A *PCS order must direct a PCS*.

B. Limitations. A document directing a change of activity at the same PDS *is not a PCS order*, regardless of any statement(s) on the document to the contrary. See definitions of PDS and PCS in App A1.

**5008 FUNDS ADVANCE**

A. General. Ch 5 authorizes travel and transportation allowance advance payment for:

1. A member and dependents,
2. HHG and mobile home transportation,
3. POV storage,
4. DLA and
5. TLE.

B. Implementation. See par. 1015.

C. TLA. See par. 9157.

D. OHA. See par. 10028.

E. Limitations. A member:

1. Failing to complete at least 90% of the initial service period (par. 5066-A5), and
2. Discharged under other than honorable conditions (par. 5066-C),

may only be advanced an amount NTE 75% of the least costly available common carrier transportation mode.

F. Travel Advance. See Ch 2, Part E.

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

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

**5072 ELIGIBILITY**

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

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

## B. Dependent Age and Travel Eligibility

### 1. General

- a. Except as in 5088-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS order effective date (App A1).
- b. If dependency status no longer exists when travel begins, no authorization exists.

### 2. Age Changes

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

### 3. Delayed Travel to an OCONUS Area

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

### 4. OCONUS Travel

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

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

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

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

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

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

6. TDY Directed ICW PCS to a Dependent Restricted Tour

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

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

## 5074 AUTHORIZATION

### A. General

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

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

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

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

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

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

### C. Deferred Dependent Travel

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

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

b. Designated place; or

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

d. Last PDS.

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

**5076 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE**

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

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

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

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

C. Dependent Travel-Related Circumstances. Dependent travel and transportation allowances are not authorized:

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

D. Remaining Service Requirement. A member is not authorized dependent travel and transportation allowances to an OCONUS PDS when the:

1. Dependent is not command sponsored prior to travel commencement, or
2. Member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless exempt under pars. 5112 and 5118.

**5078 TIME LIMITATION**

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

**5080 FUNDS ADVANCE**

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

**5082 TRANSOCEANIC TRAVEL**A. Transportation Mode

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

B. Air Travel Medically Inadvisable

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

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

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

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

#### **5084 DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED**

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

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

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

D. Exceptions. This par. does not apply to travel in Ch 5, Parts A3c and A3d; and par. 6020.

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

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

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

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

#### **5088 FACTORS AFFECTING DEPENDENT TRAVEL**

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

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

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

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

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

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

## 2. While on Duty in a Dependent Restricted Tour Area

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

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

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

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

a. Parent,

b. Stepparent, or

c. Person in loco parentis; and/or

d. An unmarried child who turns:

(1) 21 years old, or

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

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

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

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

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

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

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

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

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

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

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

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

the dependent's travel and transportation allowances are authorized.

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

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

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

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

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

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

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

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

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

**I. Legal Custody of Children Changes after the PCS Order Effective Date**

## 1. Dependent travel and transportation allowances are:

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

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

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

A. General. This par. does not apply to travel to and/or from a designated place (App A1). For this Part, the place the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

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

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

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

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

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

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

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

B. MALT Rate1. Dependent Travels with the Member in the Same POC

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

2. Dependent Travels in a Separate POC

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

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

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

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

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

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

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

**5110 CALLED/ORDERED TO ACTIVE DUTY**

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

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

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

B. Commissioned from Service Academies

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

**5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE**

- A. General. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances.
- B. Tour Length Restrictions. The tour length restrictions in pars. 5076-C5 and 5076-D do not apply.

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

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

B. Dependent Authorized Concurrent Travel with Member

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

C. Concurrent Dependent Travel Denied

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

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

- (1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or
- (2) Provided the member was called to active duty from that place or it is the member's HOR.

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

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

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

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

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

1. CONUS,

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

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

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

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

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

4. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. See par. 5296-C second item for related HHG transportation.;
  - a. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
  - b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments. See par. 5096-G.
  - c. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member; and
  - d. A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.

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

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

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

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

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

D. Subsequent Authority

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

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

to the member's PDS.

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

to the new PDS.

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

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

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

F. Home Port Change Announcement

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

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

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

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

#### **5120 CONSECUTIVE OVERSEAS TOUR (COT)**

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

- c. Delegation may not be below the headquarters that directs dependent transportation policies/procedures for the Service concerned).
- d. This location is then a designated place and the member may receive station allowances at the with-dependent rate (see par. 9205-A1).

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

E. Accompanied-to-Accompanied Tour

1. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member serves an accompanied tour at the new PDS.
2. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

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

A. General. A member:

1. Ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS.
2. Authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, is authorized travel performed NTE the allowances from the place the dependent was last moved at Gov't expense.
3. Not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS.

B. IPCOT. See par. 5150.

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

- A. Travel and Transportation Authorized. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS.
- B. Travel and Transportation Not Authorized. *Except for assignments involving duty under par. 5116, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).*

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

- A. General. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes.
- B. Allowances. Dependent travel and transportation allowances are authorized from the old home port to the new home port.

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

#### **5128 ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF**

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

#### **5130 MEMBER ORDERED TO A HOSPITAL IN CONUS**

##### A. General

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

##### B. From Duty Stations or Hospitals in CONUS

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

##### C. From OCONUS Duty Stations or Hospitals

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

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

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

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

**5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW**A. General

1. A member stationed in CONUS, who is placed on involuntarily leave while awaiting completion of appellate review of a court-martial sentence to a punitive discharge/dismissal from the Service, may be provided dependent transportation.
2. Transportation is provided only if authorized/approved through the Secretarial Process. Par. 5138-F applies.

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

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

**5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION**A. General

1. Per diem or reimbursement for meals and lodging may not be paid ICW travel in this par.
2. A dependent of a member on duty aboard a ship:
  - a. Being overhauled/inactivated at a place other than its home port, or
  - b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

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

3. Such dependent travel, in lieu of member's travel, may be provided on/after the 31st day, and every 60th day after the 31st day after the date the ship enters the overhaul/inactivation port or after the date the member becomes permanently assigned to the ship, whichever is later.
4. A dependent must not be provided transportation under this par. unless the member has been assigned to the ship for more than 30 consecutive days.
5. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization.
6. All travel authorized under this par. must begin before the ship departs from the overhaul/inactivation port.
7. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

**B. Ship's Home Port Not Changed**

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

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

**D. Dependent Travel while the Ship Is Being Constructed**

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

E. Transportation Allowances

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

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

1. The Services have limited discretionary authority (see pars. 5136-A3 and 5136-A4) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters ([42 USC §5121 et seq](#)) subject to approval by PDUSD (P&R).
2. This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.
3. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication. See DoDI 1315.18 at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.
4. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.
5. See pars. 5050 and 5052 when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS.
6. The member's PCS travel is completed on the reporting date at the new PDS.
- \*7. See par. 10406 and Tables 10E-4 and 10E-5 for housing allowance changes when a Service defers a dependent's travel.

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

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

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

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

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

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

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

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

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

1. Delay Travel to New CONUS PDS

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

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

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

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

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

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

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

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

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

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

1. General

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

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

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

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

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

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

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

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

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

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

**B. Duty Station Erroneously Designated as HOR**

1. An officer who upon:

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

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

2. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
3. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the service period during which the member obtained the commission.

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

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

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

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

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

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

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

G. Time Limit

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

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

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

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

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

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

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

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

##### A. General

##### 1. Travel to HOS Authorized

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

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

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

- (1) Who qualifies under par. 5068-B or 5068-C by traveling to the HOS within the specified time limits, and
- (2) Whose dependent travels to a home other than the member's HOS,

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

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

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

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

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

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

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty

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

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

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

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

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

2. Member Undergoing Education or Training

a. Authorization. A member authorized dependent travel and transportation allowances under par. 5140-A1a(1) who:

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

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

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

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

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

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

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

3. Other Deserving Cases

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

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

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

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

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

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

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

C. Recalled to Active Duty before Choosing a HOS

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

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

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

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

E. Member on TDRL Discharged or Retired

1. A member who is:

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

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

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

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

F. Member Dies after Retirement or Release

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

G. Member Ordered to a Place to Await Disability Retirement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**H. Subsequent Authority**

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

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

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

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

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

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

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

**5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE****A. General**

1. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent restricted tour, under par. 5116 ([45 Comp. Gen. 208 \(1965\)](#)).
2. This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized.
3. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

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

1. When a dependent travels to a designated place under par. 5144-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS.
2. This also applies to return transportation to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

**5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION**

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

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

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

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

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

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

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

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

C. Travel Request. Travel may be requested by:

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

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

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

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

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

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

### **5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT**

A. General

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

B. Unaccompanied to Accompanied Tour

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

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

D. Accompanied to Accompanied Tour

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

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

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

**B. Definitions**

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

**C. Limitations**

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

**D. When Authorized****1. General**

- a. A dependent may be furnished transportation to a member's HOR or to another location as authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:
  - (1) Dead; or
  - (2) Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
  - (3) Absent for a period of more than 29 days in a missing status.

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

2. Additional Moves

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

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

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

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

F. Dependent Escort Travel (10 USC §1036)

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

a. Dependent travel is necessary; and

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

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

a. Dies,

b. Is missing, or

c. Otherwise unable to accompany the dependents.

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

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

**5153 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY****A. General**

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

**B. Definitions**

1. **Dependent Child**. For this par., the following is a member's dependent:
  - a. Dependent/acquired dependent as defined in App A1; and
  - b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.
2. **Dependent Abuse Offense**. A dependent abuse offense is conducted by a member (as defined in [10 USC §1059\(c\)](#)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

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

**D. Authority**

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

E. **Reimbursement**. IAW [37 USC §476\(h\)\(4\)\(A\)](#), all monetary payments, *except DLA* (which is not authorized for dependents moving for personal safety.) are paid directly to the dependent instead of to the member.

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## CHAPTER 5: PERMANENT DUTY TRAVEL

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

#### SECTION 5: HHG

##### SUBSECTION a: GENERAL

###### 5168 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances.

###### 5170 ELIGIBILITY

A member is authorized HHG transportation and/or NTS when the member is ordered to perform a PCS move.

###### 5172 AUTHORIZED TRANSPORTATION

A. General. Subject to this par. , a member ordered on a PCS is authorized HHG transportation (par. 5172-J); dependent transportation (par. 5074); and mobile home transportation (par. Ch 5, Part A7).

###### B. Transportation Cost

1. The Gov't's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. 5200) in one lot between authorized places at the Gov't 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS.
2. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).
3. HHG authorized locations are in par.:
  - a. 5198 for PCS, and
  - b. 4575, for TDY.

C. Former PDS. A "former PDS" in par. 5172 includes an individual's HOR.

D. Subsequent HHG Transportation. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of orders if the HHG:

1. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and
2. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

###### E. Example

1. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS order was 8,000 lbs. The member actually transported 6,000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.
2. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 lbs.

3. The member may ship NTE 8,000 lbs. at Gov't expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. 5206.

F. SIT. HHG transportation includes SIT unless specifically prohibited (par. 5236).

G. Mobile Home Allowances. Mobile home allowances are IAW par. 5208-D and Ch 5, Part F.

H. Unaccompanied Baggage (UB)

1. UB weight is part of the member's authorized HHG weight allowance, and NTE the following:

a. Active Duty Members with Command Sponsored Family Member(s). UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in App W, whichever is less).

b. Unaccompanied Active Duty Members Normally Assigned to Furnished Gov't Qtrs. UB is authorized NTE 10% of the member's authorized weight allowance (or the administrative weight limit shown in App W, whichever is less).

c. Unaccompanied Active Duty Members not Normally Assigned to Furnished Bachelor Enlisted Qtrs or Bachelor Officer Qtrs. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in App W, whichever is less).

2. UB is part of the administrative HHG weight limitation as reflected in App W. PBP&E and authorized medical equipment are not counted against the UB or HHG administrative weight allowances.

3. Transportation expenses of UB in excess of the authorized weight limit are the member's financial responsibility.

4. UB transportation by an expedited mode is limited IAW par. 5210-B.

I. Transportation Prohibition. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.

J. Delivery Out of Storage. Delivery out of storage is authorized at Gov't expense, regardless of time in storage as long as the member's order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

#### **5174 RE-TRANSPORTATION OF THE SAME HHG**

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

#### **5176 TRANSPORTATION EXPENSES**

A. Gov't-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable (par. 5240).

B. Member-paid Expenses. The member is financially responsible for all transportation costs as a result of:

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (see App A1;
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5210-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5208-C;
5. Special services requested by the member (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov't due to the member/member's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. The relocating member is financially responsible for reimbursing the Gov't for all HHG-related costs incurred for excess weight if the shipment is overweight.

#### **5178 LOSS OR DAMAGE CLAIMS**

HHG loss or damage claims are submitted IAW Service regulations.

#### **5180 MEMBER MARRIED TO DOD CIVILIAN EMPLOYEE**

See par. 5648-A for HHG transportation for a DoD civilian employee married to a member when both are authorized HHG shipments to the same new PDS.

#### **5182 EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG**

See the [USTRANSCOM](#) website for cost computation, using the 'Best Value' methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG.

#### **5184 RECRUIT'S CIVILIAN CLOTHING**

A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 lbs. of civilian clothing to the HOR.

#### **5186 STORAGE**

SIT is part of HHG transportation (par. 5236). NTS may be authorized/approved as an alternative to HHG transportation of any/all of a member's HHG.

#### **5188 AUTHORIZED TRANSPORTATION LOCATIONS**

Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
  - a. From Qtrs to packing/crating facility and/or to place of storage;
  - b. From packing/crating facility to Qtrs, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

- c. From packing/crating facility to place of storage;
  - d. To carrier's station from Qtrs, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
    - a. Incoming carrier's station to place of storage;
    - b. Place of storage to outgoing carrier's station;
    - c. Incoming carrier's station to outgoing carrier's station.
  3. Destination from:
    - a. Carrier's station to Qtrs and/or place of storage;
    - b. Place of storage to Qtrs.

#### **5190 TRANSPORTATION OF REPLACEMENT HHG ITEMS**

When a member's original HHG shipment is destroyed/lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member ([B-229189, 9 December 1988](#)). The member's full weight allowance is authorized for the replacement shipment.

#### **5192 REQUIRED MEDICAL EQUIPMENT**

Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC):

1. May be shipped in the same manner as HHG and UB but is not weight constrained nor chargeable to the maximum authorized weight allowance or PBP&E allowance.
2. *Does not include a modified POV*, and
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized medical care under Title 10, USC.

#### **5194 HHG TRANSPORTATION NOT ALLOWED**

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (par. 5282-B);
2. On leave;
- \*3. Who is AWOL; a deserter/straggler; dropped/dismissed; transferred as a prisoner to a place of detention; or in confinement, except as in pars. 5298-A, 5298-B, 5102-B8, and 5310;
- \*4. Serving in CONUS, who has no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. 5298-A, 5298-B, 5102-B8, and 5310);

5. Under an order to a course of instruction of less than 20 weeks (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (par. 5282-B);
7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. 5296-K, and when assigned to Foreign Service Schools under par. 5286-A (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS); and/or
8. Transferred between PDSs in proximity to, or activities at, the same PDS, except as in par. 5260-B ([57 Comp. Gen. 266 \(1978\)](#)).

#### 5196 FUNDS ADVANCE

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. 5210D4.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. 5210-D5a.
3. 60% of the monetary allowance under par. 5210-D5b.

#### 5198 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

##### A. General

1. A member may transport HHG between any locations.
2. The Gov't's expense *is limited to* that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in a lesser cost to the Gov't.
3. This also applies to a member on a PCS order from an administratively weight restricted area. See par. 5206-II.

##### 4. Examples

a. Example 1. A member has a PCS order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments exceeds the member's authorized PCS weight allowance, par. 5206.

b. Example 2. A member has a PCS order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the member's maximum PCS HHG weight allowance transported in one lot from the old to the new PDS.

c. Example 3. Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of

the member's maximum PCS HHG weight allowance (less the weight of any UB/HHG moved between PDSs) from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) exceeds the member's authorized PCS *weight* allowance, par. 5206.

B. Summary of PCS HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowances for HHG transportation under a PCS order. The references provide details and *should be reviewed for thorough understanding.*

<b>Order Type And JTR References</b>	<b>HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)</b>
1. Entrance in the Service – Initial Reporting See par. 5280-A.	9, 14, 16, 10
2. Member reenters the service within 1 year of discharge/release from active duty under honorable conditions. See par. 5280-B.	From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
3. Called/ordered to active duty for 140 or more days at one duty station (other than for reasons listed under par. 5280-B). See par. 5282-A.	9, 10, 14, 16, 17
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS. See par. 5282-E.	5, 9, 12, 14 (“if recalled after selecting a HOS”), 19
5. Commissioned/appointed from an enlisted grade to become an officer. See par. 5282--F.	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 10, 23,
6. Commissioned from a service academy. See par. 5282-G.	9, 10 (“to first PDS” - reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route. See par. 5284-A.	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location. See par. 5286.	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location. See par. 5286.	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area where HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks. See par. 5288.	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS. See par. 5288.	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital. See pars. 5290-B and 5290-D.	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital. See pars. 5290-C and 5290-D.	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve). See par. 5290-E.	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await order, detail, assignment, or separation. See par. 5292-A.	5, 9, 18 (“upon receipt of order”), 23
16. Ordered to CONUS from an OCONUS PDS to await order, detail, assignment, or separation. See par. 5292-B.	5, 9, 18 (“to ordered place”), 23 (reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized. See par. 5292-C.	5, 6, 9, 13, 18 (reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
18. Ordered on PCS to a PDS in the storage vicinity. See pars. 5294.	From/to 5, 9
19. Ordered to an OCONUS PDS where HHG transportation is permitted. See par. 5296-A1.	5, 9, 18 and 20 (reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS where HHG transportation is authorized within 20 weeks of member's port-reporting month. See par. 5296-A2.	5 ("for duration of OCONUS assignment" and "HHG for OCONUS PDS may be placed in NTS until transported"), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS where HHG transportation is not authorized until 20 or more weeks after member's port-reporting month. See par. 5296-A3.	5 ("until transported to OCONUS PDS or for duration of OCONUS assignment"), 9, 20, 25, 28 ("if qualified"), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty). See par. 5296-B.	5, 9, 18 ("to the unit's home port; or the ship, afloat staff, afloat unit or home port for UB") ("When the home port is OCONUS, par. 5296-A1, 5296-A2, or 5296-A3; or par. 5296-D also applies")
23. Ordered from a CONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances. See par. 5296-C.	5, 9, 20 ("or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location where dependent transportation has been authorized"), 23 ("to OCONUS PDS in an amount authorized and later from OCONUS PDS to member's new PDS")
24. Ordered from an OCONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances. See par. 5296-D.	From/to 5, 9, 18, 20, 21 ("or place of storage"), 23 ("to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized"), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS. See par. 5296-E.	9, 18, 19 ("except for limitations noted under pars. 5296-C and 5296-D, member is authorized HHG transportation from the designated place, location, or NTS where HHG were transported under pars. 5296-A 5296-B, 5296-C, and 5296-D, or 5296-H"), 23
26. Ordered from sea duty to OCONUS shore duty PDS. See par. 5296-F.	(Pars. 5296-D and 5296-E for limitations to the following) 5 ("but not NTS to NTS"), 9, 18 ("to new or specified location"), 19 ("from prior specified location or place of storage"; "authorized without cost limitation to new OCONUS PDS")
27. Ordered from sea duty to sea duty – home ports identical. See par. 5296-G1.	HHG transportation is not authorized except for cases under pars. 5296-D and 5296-E.
28. Ordered from sea duty to sea duty – home ports not identical. See par. 5296-G2.	5, 9 ("except where restricted –pars. 5296-D and 5296-E"), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port. See par. 5296-H.	"only UB transportation to/from deployed ship without regard to distance"
30. Unit home port officially changed. See par. 5296-I.	If not arduous sea duty, same as par. 5296-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Unit home port change officially announced. See par. 5296-J.	5, 9 ("regardless of time left in tour"), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov't Qtrs or privatized housing; (3) vacating local economy Qtrs; (4) involuntary tour extension. See pars. 5260, 5242, and 5264.	9 ("weight allowance does not apply")
33. Separation from the service or relief from active duty except for discharge with severance/separation pay. See pars. 5320-A and 5320-B.	5 ("or authorized place of storage"), 6 ("very limited"), 9, 18, 21, 30

<b>Order Type And JTR References</b>	<b>HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)</b>
34. Separation/relief from active duty to continue in the service. See par. 5320-C.	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation/relief from active duty upon expiration of enlistment/prescribed term of service. See par. 5320-D.	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon separation/relief from active duty. See pars. 5320-F and 5320-G.	5, 6, 9 ("Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. 5066")
37. Member ordered home to await the results of disability proceedings. See par. 5320-H.	9 (to the "home or specific location to await results. Then to the final separation point, less the cost to waiting point")
38. Member serving in CONUS who has no dependent and is separated from the service under other than honorable conditions. See par. 5320-I.	HHG transportation & NTS not authorized
39. Enlisted member ordered to a college. See par. 5320-J.	From/to 5 ("or from authorized place of storage"), 6, 9, 11, 15 ("and/or college also"), 18, 21, 30
40. Recalled to active duty after separation from the service/relief from active duty. See par. 5320-K.	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, pars. 5320-A and 5320-B for authorized places.
41. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS authorized. See par. 5318-A.	To/from 5, 6 ("limited"), 9, 13, 18, 21, 26
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS NOT authorized. See par. 5318-B.	5 ("or from authorized place of storage"), 6, (limited) 9, 11, 15, 18, 21, 30
43. Member required to vacate Gov't/Gov't-controlled Qtrs/privatized housing before selecting a home. See par. 5318-G.	9 ("not limited on short move") ("move from temporary to selected home is within the PCS weight limit")
44. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions. See par. 5318-H.	5, 9, 13
45. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions. See par. 5318-I.	9, 13 ("previous HOS") or 15 ("whichever member chooses – HOS or PLEAD")
46. A member on the TDRL discharged or retired. See par. 5318-J.	5, 6, 9 and 13 if still authorized from originally being put on TDRL
47. Member dies after retirement or release, after selecting a home but before HHG transportation. See par. 5318-K1.	9, 13 ("or place selected by dependents NTE member's maximum PCS HHG weight allowance in one lot to HOS")
48. Member dies after retirement or release, before selecting a home. See par. 5318-K2.	9, 13 ("NTE dependents' choice")
49. Member ordered home to await disability retirement. See par. 5318-L.	9 ("to the home or specific location; may re-transport to retirement location NTE PDS to HOS" less the cost to waiting point)
50. HHG transportation under unusual/emergency circumstances. See par. 5278.	9 ("contingent on dependent transportation" in par. Ch 5, Part A3d)
51. Member serving in CONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5310.	9 ("directly related to dependent transportation" in par. 5148), 31
52. Member serving OCONUS who has no dependents and is separated from the service under other than	9, 11, 15

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
honorable conditions. See par. 5298-B.	
53. Member serving OCONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5298-B.	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
54. Early Return of Dependents from a foreign area -- due to official situations in par. 5146. See par. 5276-A1.	To/from 5, 9 (“within authorized allowance or admin wt. limit”), 22, 31
55. Dependents Return to Member’s OCONUS PDS when authorized due to official situations under par. 5146-A3. See par. 5276-A2.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported
56. Early Return of Dependents from an OCONUS PDS due to national interest. See pars. 5100 and 5276-B.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
57. Dependents Return to Member’s OCONUS PDS when national interest reasons no longer exist. See pars. 5100 and 5276-B.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported”
58. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. 5102 and 5102. See par. 5276-C1.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
59. Dependents do not travel to OCONUS PDS. See par. 5276-C2.	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
60. Death of Dependents in OCONUS Areas. See par. 5276-C3.	5 (“up to prescribed weight limit”)
61. Dependent Return Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements. See par. 5276-C6a. Member Serves an IPCOT. See par. 5276-C6b.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported under either par. 5276-C6a or 5276-C6b”
62. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. Order authorizing dependent transportation under pars. 5102-B8a through 5102-B8h. See par. 5276-C8.	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
63. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with/without Discharge. Order authorizing dependent transportation under par. 5102-B8i. See par. 5276-C8.	“HHG transportation may not be authorized for a distance greater than from the member’s last/former OCONUS PDS to the HOR/PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)
64. Authorization following confinement without discharge. See par. 5276-C9.	If transported under par. 5276-C8: 23 (“NTE from HOR/PLEAD to the new PDS”) If not transported under par. 5276-C8: From 19 (“to the new PDS based on the grade held on the PCS order effective date to the new PDS”)

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
4	From Last TDY to New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance.” Par. 4515)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at Gov’t Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	Not Used
25	To CONUS Designated Place
26	From CONUS Designated Place
27	Any Place to Which HHG were Transported at Gov’t Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

## CHAPTER 5: PERMANENT DUTY TRAVEL

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

#### SECTION 5: HHG

##### SUBSECTION d: NON-TEMPORARY STORAGE (NTS)

###### 5212 GENERAL

- A. General. NTS is all storage other than SIT (see par. 4565-B). See App A1, non-temporary storage (NTS).
- B. Authority. NTS may be authorized/approved by the official designated by the Service concerned in facilities determined to provide best value to the Gov't.
- C. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See App A1, non-temporary storage (NTS).
- D. Weight Limit. The total HHG weight transported, plus the HHG weight in NTS (at Gov't expense on the same PCS order) should not exceed the weight allowance in par. 5200.
- E. Excess Weight. If the HHG weight in NTS, plus the HHG weight transported on the same order, exceeds the weight allowance, the member is financially responsible for the excess cost ( pars. 1015-C2h, 2000-D and 2125).
- F. Excess Weight Charges
1. At the member's request, the Gov't may pay the total transportation cost and other charges applicable to any excess weight that exceeds the member's HHG weight allowance and collect reimbursement for the excess cost from the member.
  2. Payment for the shipment, and collection from the member, for excess charges are IAW Service regulations (par. 5206).
- G. Personally Procured NTS. See par. 5210-D.

###### 5214 PLACE OF NTS

- A. General. Except as otherwise provided in par. 5212, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Gov't.
- B. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.
- C. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior order at the time another order is issued which authorizes the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

## 5216 NTS AS AN ALTERNATIVE TO TRANSPORTATION

- A. General. A member is authorized NTS (IAW par. 5212) as an alternative to transportation of any of the member's HHG when storage is in the Gov't's best interest.
- B. Limitation. NTS ***must not be authorized*** as an alternative to the transportation under par. 5298-A incident to return of dependents under par. 5102-B8.
- C. Circumstances. With the above exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is authorized NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process.
- D. Authorized Location. The place of NTS is an authorized origin point from which transportation may be made when a member later becomes authorized HHG transportation.

## 5218 NTS OF HHG CURRENTLY IN SIT

When HHG are in SIT on the date another order is issued under which NTS is authorized, the authorized period of NTS begins on the latter order effective date (par. 5254 or 5256).

## 5220 WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE

### A. General

1. A member, whose HHG were placed in NTS, is authorized to withdraw any/all HHG from storage in lieu of continued NTS.
2. No further transportation or storage of the withdrawn HHG is authorized before another PCS order is issued, except as otherwise provided in this Part ([45 Comp. Gen. 771 \(1966\)](#)).

B. Limitation. The HHG withdrawn must be for use by the member/dependent(s) in establishing or augmenting a place of residence.

C. Withdrawal Cost. Withdrawal, a short distance move, unpacking, and uncrating are at Gov't expense.

\*D. Separation from Service and Retirement. When the Secretarial Process has authorized an extension of the time limitation for separation and retirement travel IAW pars. 5066-D and 5068-B, the member may withdraw NTS HHG from the Gov't authorized storage facility to continued storage at a local commercial storage facility if within the old PDS local area, all at personal expense. The member retains HHG transportation allowance to the HOR or HOS selected location at the Gov't expense. The below criteria must be met and acknowledged in the member's written request for the Secretarial Process consideration.

- \*1. The member is financially responsible for the cost of picking up the HHG and delivering them to a local commercial storage and all excess cost associated with the second HHG pick-up from the commercial storage facility such as assessorial charges, excess weight, pick-up, repacking and inventory of the HHG items.
- \*2. Damage and loss associated with the relocation of NTS HHG to the commercial storage facility and while stored there at personal expense are the member's responsibility, which the Gov't is not liable for under the [Personnel Claims Act](#).
- \*3. The member must certify that the member owned the HHGs on the HOR or HOS order effective date. For example, a single member who acquired a dependent after the effective order date is limited to the without dependent weight allowance (par. 5200). The dependent HHGs are not authorized for Gov't transportation.

**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

1. NTS in pars. 5222-A1a and 5222-C applies to a member assigned to:
  - a. Gov't/Gov't controlled Qtrs or privatized housing in CONUS, and
  - b. OCONUS Gov't/Gov't controlled Qtrs if specifically authorized in Service regulations.
2. Neither the weight allowance in par. 5200 nor the 18,000 lb. limit imposed by [37 USC §476](#) applies to par. 5222-A.
3. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under par. 5222-A.
4. See pars. 5320-F or 5318-G, respectively, for authority for a short distance move when a member is required to vacate Gov't/Gov't controlled Qtrs or privatized housing incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service.
5. See par. 5262 for a short distance move incident to assignment/termination of Gov't/Gov't controlled Qtrs or privatized housing under other circumstances.

B. Moving to and from Gov't Qtrs

1. Authorized. A member is authorized NTS of HHG that cannot be accommodated in assigned Gov't Qtrs for moves directed by competent authority on the basis of a Service requirement, such as:
  - a. Assignment to Gov't Qtrs to use idle housing facilities (par. 5232-D21);
  - b. Vacating Gov't Qtrs (i.e., order, unfit for occupancy, some unusual Service operational requirement) (par. 5232-D22); or
  - c. Reassignment to Gov't Qtrs when the conditions, addressed in par. 5222-C, have been rectified or alleviated (par. 5232-D21).
2. Not Authorized
  - a. NTS is not authorized incident to Gov't Qtrs assignment for the member's convenience or morale.
  - b. If a member voluntarily vacates Gov't Qtrs for personal reasons or convenience, neither Gov't funded NTS of the HHG moved from the Gov't Qtrs, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the Gov't Qtrs, is authorized.
  - c. NTS must not be authorized under par. 5222-A when Gov't Qtrs assignment termination is incident to the advance return of dependents and HHG under par. 5298-B or early return of dependents and HHG under par. 5102-B8.
3. Handling Out Delivery and Unpacking. The Gov't pays the cost for handling out delivery and unpacking of HHG moved to the member's local residence that are in NTS because they could not be accommodated in Gov't Qtrs.

C. Moving to and from Privatized Housing

1. Authorized NTS. A member is authorized NTS of HHG that cannot be accommodated in assigned privatized housing for moves directed by competent authority on the basis of a Service requirement, such as:

- a. Assignment to privatized housing to use idle housing facilities (par. 5232-D21);
- b. Vacating privatized housing (e.g., order, unfit for occupancy, some unusual Service operational requirement) (par. 5232-D22); or
- c. Reassignment to privatized housing when the conditions, addressed in par. 5222-C, have been rectified or alleviated (par. 5232-D21).

2. NTS Not Authorized

- a. NTS is not authorized incident to privatized housing assignment for the member's convenience or morale.
- b. If a member voluntarily vacates privatized housing for personal reasons or convenience, neither Gov't funded NTS of the HHG moved from the privatized housing, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the privatized housing, is authorized.
- c. NTS must not be authorized under par. 5222-A when privatized housing assignment termination is incident to the advance return of dependents and HHG under par. 5282-B or early return of dependents and HHG under par. 5102-B8.

3. Handling Out Delivery and Unpacking. The Gov't pays the cost for handling out delivery and unpacking of HHG moved to the member's local residence that are in NTS because they could not be accommodated in privatized housing.

D. Moving from Gov't Controlled Qtrs

1. NTS of HHG is authorized within the time limits in par. 5232-D23:

a. When a member occupying Gov't controlled Qtrs is directed by competent authority to vacate the Gov't controlled Qtrs:

- (1) Because the Gov't controlled Qtrs are found to be unfit for occupancy, or
- (2) To meet an unusual Service operational requirement, or

b. ICW a short distance move between the Gov't controlled Qtrs and the NTS facility incident to vacating and reoccupying the Gov't controlled Qtrs, or

c. Between the NTS facility and Gov't Qtrs if such Qtrs were occupied in lieu of reoccupying the vacated Gov't controlled Qtrs.

2. If vacating the Gov't controlled Qtrs is for a temporary period, the member is authorized a combination of a short distance move under par. 5262 and NTS under par. 5222-A.

E. Incident to Vacating Local Private Sector Housing

1. Member Is Directed by Competent Authority to Vacate Local Private Sector Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local private sector housing ([52 Comp. Gen. 293 \(1972\)](#)). See par. 5264-A for authority for a short distance move in such situations.

2. Member Vacates Local Private Sector Housing Incident to an Involuntary Tour Extension.

a. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change local private sector residences on the local economy ([51 Comp. Gen. 17 \(1971\)](#) and [59 id. 626 \(1980\)](#)).

b. NTS is authorized until the member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order.

c. A short distance move from NTS to Gov't or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour.

d. See par. 5264-B for authority for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

**5224 NTS WHEN ORDERED ON PCS TO A REMOTE CONUS AREA WITH A HOUSING SHORTAGE**

A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

**5226 SUCCESSIVE NTS AUTHORIZATION PERIODS**

A member, whose HHG are in NTS when another order authorizing NTS is received, is authorized continued storage until the termination of authority under the latter order.

**5228 ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**

See par. 5256 for NTS authority when an order is amended, modified, canceled or revoked.

**5230 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**

A. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and authorized HHG transportation to the HOR/PLEAD under par. 5320 is authorized NTS, unless prohibited in par. 5320. See par. 5320-B1 for NTS time limitations.

B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period NTE 1 year from the date of active duty termination. The authority and circumstances in par. 5318-C apply for extending the 1 year storage limit.

**5232 TIME LIMITS**

A. General. NTS authority is based on the member's status IAW the following table.

B. Authority Duration. The authority begins on the date the order is issued and continues as long as the situation exists. When authority termination in one situation is followed by the beginning of another NTS situation, the NTS period is continuous.

C. SIT. See par. 5236 for authorization for SIT for periods after NTS authority termination.

D. NTS Status Table

<b>Situation</b>	<b>Storage Termination</b>
1. PCS with TDY en route (par. 5284).	1. The member's departure date from the last TDY station to proceed to the new PDS.
2. Assignment by a PCS order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. 5286).	2. The member's departure date from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. 5288).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. 5290).	4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await an order, detail, assignment or separation (par. 5292).	5. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. 5224).	6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the storage place vicinity (par. 5294) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (par. 5294 for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. 5296-A and 5216).	8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any par. 5296-B condition.	9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty ICW such ship (par. 5296-D).	10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. 5296-F).	11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. 5264-B).	12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
13. Separation from the Service or relief from active duty (par. 5320).	13. As prescribed in par. 5320-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary	14. As prescribed in par. 5318-C.

<b>Situation</b>	<b>Storage Termination</b>
separation with readjustment or separation pay (par. 5318).	
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. 5276-C3).	15. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. 5300).	16. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. 5316-D3a).	17. One year after date of death. If the member described in par. 5316-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse/member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse/member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. 5316-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (par. 5000-B6).
19. Member is declared dead while in a missing status (par. 5316-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. 5316-E).	20. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. 5216).	21. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Gov't Qtrs or privatized housing (par. 5222-B).	22. Date member is ordered to relinquish Gov't Qtrs/privatized housing.
23. Assignment to Gov't Qtrs or privatized housing is terminated or member is required to vacate Gov't Qtrs or privatized housing temporarily (par. 5222-B).	23. Date member is subsequently assigned to Gov't Qtrs, privatized housing or to other Qtrs under a Service's jurisdiction, is authorized to return to previously vacated or similar Gov't Qtrs/privatized housing, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate Gov't controlled (par. 5222-C).	24. Date member is authorized to reoccupy these Gov't controlled Qtrs, is assigned Gov't Qtrs/privatized housing, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
25. Installation of Gov't owned furniture and appliances that displace similar privately owned items in Gov't Qtrs/Gov't controlled Qtrs, privatized housing (par. 5222).	25. Date member is ordered to relinquish the Qtrs.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time NTE the member's authorized period of storage ( <a href="#">61 Comp. Gen. 180 (1981)</a> ).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. 6050)	28. Member's reporting not later than date, the specific

<b>Situation</b>	<b>Storage Termination</b>
	reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the OCONUS PDS vicinity is authorized.

**5234 NTS CONVERTED TO SIT**

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

B. Conversion Cost. The conversion is at Gov't expense. *However, any storage costs accruing for periods in excess of 180 days are the member's financial responsibility.*

C. Additional HHG Storage. Unless otherwise provided in par. 5244, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

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

A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. POV Transportation Allowances. *POV transportation allowances are discretionary.*

C. Authorization. POV transportation is authorized unless restricted by the AO or Service regulations.

D. POV Shipment Information. Other requirements related to POV transportation, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).

\*E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E.

**5332 ELIGIBILITY**

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

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

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

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

**5336 POV SIZE LIMIT**

A. Vehicle Weight Limit. When authorized, one POV, NTE 20 measurement tons, may be transported at Gov't expense.

B. Excess Vehicle Weight. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (pars. 1015-C2h, 2000-D and 2125) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.

C. Excess Cost Collection. Excess cost collection is IAW Service regulations.

D. Car Ferry Transportation. This par. does not apply to travel aboard car ferries.

**E. Combining POV Weight Limitations when Member Married to Member**

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

**5338 CARE AND STORAGE**

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

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

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

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

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

**B. Personally Procured Transportation**

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

**5342 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS**

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

**5344 TRANSPORTATION AUTHORIZED**

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

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

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

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

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

**5346 TRANSPORTATION NOT AUTHORIZED**

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

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

B. Subsequent Transportation. A member:

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

**5348 RESTRICTED POV TRANSPORTATION**

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

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

**5350 PORTS/VPCS USED**

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

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

C. Alternate Ports/VPCs

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

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

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

**5352 POV TRANSPORTATION TO/FROM PORTS**

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

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

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

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

2. Examples

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

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

A. General

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

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

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

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

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

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

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route1. POV Delivery to POV Port/VPC ICW TDY En Route

- a. Member Travel and Transportation Allowances. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

- (1) MALT (par. 2605-B) for the official distance from the old PDS to the TDY station(s) en route plus per diem (par. 5026);

- (2) MALT (par. 2605-B) for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. 5026); and

- (3) PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

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

- (1) Accompanies the member and/or delivers the POV to the designated POV port/ VPC, dependent travel and transportation allowances are IAW par. 5092.

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

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

a. Member Travel and Transportation Allowances. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

(1) PCS allowances for direct travel from the passenger port to the designated POV port/VPC;

(2) MALT at the rate in par. 2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and

\* (3) MALT at the rate in par. 2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

(1) Accompanies the member and/or picks up a POV from the designated POV port/VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-D.

**5356 POV PURCHASED IN A NON-FOREIGN OCONUS AREA**

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by a member not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

B. Exception. This does not apply to alternate port transportation authorized by the Secretary Concerned.

**5358 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE**

A. General. This par. applies to Gov't authorized movement of a POV for a member/dependent(s) under:

1. PCS orders,

2. Unusual/emergency circumstances, and/or

3. Various other situations that may not be directly related to a PCS.

B. Designated Delivery Date. A POV has not "arrived" at the authorized destination if it is not available for delivery to the member on/before the designated delivery date.

C. Mandatory Expense Reimbursement. If the member/dependent(s) POV, transported at Gov't expense for their use does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned *must* have the member reimbursed for expenses incurred to rent a motor vehicle for member/dependent(s) use.

D. Reimbursement Limitations

1. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated delivery date, and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first.
2. The maximum reimbursement is \$210. See par. 5358-E for examples.

E. Examples1. Example 1

Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$00</b>

2. Example 2

Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$210</b>
(15 to 21 June – 7 days @ \$30/day = \$210.00)	

3. Example 3

Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
<b>Member Reimbursement Amount Authorized:</b>	<b>\$210</b>
(7 days vehicle rental @ \$30/day = \$210)	

4. Example 4

Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$60</b>
(30 & 31 Jan – 2 days @ \$30/day = \$60)	
(Authority does not start until after the RDD.)	

**5360 REPLACEMENT POV SHIPMENT**

A. General. When a POV, transported to an OCONUS area at Gov't expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV.

B. Conditions. POV replacement may be permitted only if the:

1. POV being replaced:

- a. Has deteriorated due to severe climatic conditions, or
- b. Was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)).

C. Limitations. A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

**5362 POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES**

A. Official and Personal Situations

1. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

a. A member with dependents:

- (1) Ordered on PCS to an OCONUS PDS; and
- (2) Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member.

b. The Secretarial Process may authorize/approve the transportation when return transportation is in the best interest of the member/dependent(s), and the U.S. ([65 Comp. Gen. 520 \(1986\)](#)).

2. Authority on Next PCS. A member who transports a POV under par. 5362-A1 has no further POV transportation authority on the PCS from that PDS.

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. When the conditions in par. 5102-B8, apply, a member:

a. Whose PDS is OCONUS, and

b. Who is not authorized POV transportation ICW early return of dependents because dependents are not returned to CONUS under par. 5102-B8 (i.e., the member has no dependents; dependents returned at personal expense without an order; dependents are not returning to CONUS, etc.)

*is authorized POV transportation* to the designated POV unloading port/VPC serving the member's HOR/PLEAD.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependent transportation under par. 5144, is authorized POV transportation under par. 5346.

D. PDS Evacuation. See pars. 6040 and 6105.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at Gov't Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Gov't expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton/vehicle restriction does not apply to this subpar.*

d. Member Injured or Ill

(1) If a member is reported injured or ill, the allowances provided in this subpar. are authorized only when a prolonged (140 or more days) hospitalization period/treatment is anticipated as shown by a statement, accepted by the Service concerned, as being from competent authority at the receiving hospital.

(2) Both POVs must be transported to the same destination.

2. POV Transported by Other than the Gov't

a. In lieu of having the Gov't transport the POV(s), the member, the dependent, next of kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – *but not a mileage payment* - is authorized); or

- (2) Arrange transportation of the POV(s) and receive reimbursement.

***NOTE: Both POVs must be driven/transported to the same destination.***

b. The total reimbursement cannot exceed the cost that would have been incurred had the Gov't transported/stored the POV(s). Service claims regulations has Gov't damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

### 3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late

a. If the POV(s) of the member/dependent, transported at Gov't expense, does not arrive at the authorized destination by the designated delivery date, the provisions in par. 5348-E apply.

b. If two POVs are transported at Gov't expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

### 4. Storage

a. **NTS.** If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Gov't expense until such time as proper disposition can be made.

b. Storage in Transit (SIT)

(1) SIT of one or both POV(s) may be authorized/approved (using the provisions of par. 5236) provided the POV(s) is/are turned over for transportation within the time limits in par. 5316-B3.

(2) ***SIT in excess of 180 days, in such cases, is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

### 5. Additional Moves

a. Status Change. A POV transported under par. 5362-E1 may again be moved under par. 5362-E1 when official notice is received that the member's status has changed from one to another of those listed in par. 5362-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. 5362-E1 may again be transported under par. 5362-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependent(s) Relocating for Personal Safety. See par. 5153.

**5364 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the Gov't must be collected ( pars. 1015-C2h, 2000-D and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

**5366 POV TRANSPORTATION TIME LIMITATION****A. Incident to Separation from Service or Relief from Active Duty**

1. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty.
2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty.
3. The 180 day time limit may be extended by the Secretarial Process.
4. A time extension must be for a specific additional time period.
5. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.
6. See par. 5000-B6 for time limit extension restrictions.

**B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay**

1. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination.
2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination.
3. The 1 year time limit may be extended by the Secretarial Process.
4. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases. See pars. 5318-D, 5318-E, and 5318-F.
5. See par. 5000-B6 for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in the JTR or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

**5368 TRANSPORTATION INCIDENT TO DIVORCE**

A. POV Legally Awarded to Former Spouse. When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's former spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part A6.

B. Conditions. This applies to cases not coming under par. 5362-A, and is subject to the member's written request and agreement to pay any excess costs involved ([61 Comp. Gen. 180 \(1981\)](#)).

C. End of Transportation Authority. Transportation under this par. exhausts the authority for POV transportation under the member's PCS order.

**5370 FACTORS AFFECTING POV TRANSPORTATION**

A. POV Transportation May Be Deferred. An eligible member electing to not transport a POV at Gov't expense may, upon assignment to a new PDS to which a transportation authority exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authority, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS.

B. Error. A POV, transported by the Gov't to a wrong destination, must be reshipped or transshipped to the proper destination at Gov't expense.

C. Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at Gov't expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued

1. General. POV transportation is permitted (pars. 5334 and 5362), before a PCS order is issued to an eligible member, provided the request is supported by a:

- a. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;
- b. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;
- c. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. 5370-D1a.

2. Time Limitation. The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued.

3. Order Issuance. Information furnished to the member ICW the issuance of a PCS order before determination is made to issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) *is not* advice that the order would be issued ([52 Comp. Gen. 769 \(1973\)](#)).

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## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART A: **MEMBERS ONLY**

#### SECTION 10: DISLOCATION ALLOWANCE (DLA)

##### 5438 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without a dependent(s), for the expenses incurred in relocating the member's household:

1. On a PCS,
2. On a housing move ordered for the Gov't's convenience (par. 5446-A), or
3. Incident to an evacuation (pars. 6060 and 6115).

This allowance is in addition to all other allowances authorized in the JTR and may be paid in advance ([37 USC §477](#)).

##### 5440 DEFINITION OF TERMS

###### A. Member with Dependent(s)

1. As used in this Part, "member with dependent(s)" means a member who, on the PCS order effective date, has dependent(s) authorized transportation ICW the PCS.
2. A member, whose spouse is a dependent on the member's PCS order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service ([63 Comp. Gen. 55 \(1983\)](#)).

###### B. Member without Dependent(s). As used in this Part, "member without dependent(s)" means a member who:

1. Has no dependent(s);
2. Is not authorized travel and transportation allowances for travel of a dependent(s) under par. 5076 ICW a PCS (see par. 5440-A for an exception); or
3. Has dependent(s) authorized travel and transportation allowances under par. 5074, but the dependent(s) does not relocate ICW a PCS ([59 Comp. Gen. 376 \(1980\)](#)).

##### 5442 DLA AUTHORIZED

###### A. Member with Dependent(s). A member with a dependent(s) is authorized a DLA when the dependent(s):

1. Relocates ICW a PCS,
2. Moves ICW the closure or realignment of a military Installation (par. 5442-Q),
3. Move to a designated place incident to an evacuation (IAW pars. 6060 and 6115), or
4. As otherwise authorized in this Part.

B. Member without Dependent(s). A member without a dependent(s) is authorized DLA when:

1. Relocated ICW a PCS to a PDS where Gov't Qtrs are not Assigned. DLA authority continues to exist if Gov't Qtrs' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days, or
2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation (par. 5442-Q).

C. Household Relocation Incident to Alert Notification. A member with dependent(s),

1. Who relocates the household incident to an official alert notification,
2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. 5144,

is authorized the DLA only when the PCS has been completed.

D. DLA when a Member Married to Member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type Gov't Qtrs, if both:

1. Are without dependents, and
2. Move to a new PDS.

\*Table 5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the Gov't's convenience under the conditions in par. 5264 is authorized a DLA. ***This does not include moves to or from privatized housing.***

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. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. 5260-B), only when a member is authorized a short distance HHG move at Gov't expense ([42 Comp. Gen. 460 \(1963\)](#)).

G. PCS between PDSs Not in Proximity to Each Other

1. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other.
2. The member's statement must be accepted when the PCS is from or to a dependent restricted tour.
3. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment.
4. The designated representative may not re-delegate this authority.
5. DLA is payable for proximity moves performed under an ITDY order. *See 37 USC §476(e) and 37 USC §477.*

H. Dependent Movement to/from a Designated Place

1. DLA is payable when the dependents complete travel if moved to/from a designated place on the member's PCS order.
2. No further DLA authority accrues for that PCS unless authorized under par. 5442-N.
3. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. 6060 and 6115.

I. Transfer to CONUS Hospital

1. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.
2. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

J. Inter-service Transfer. When a member is:

1. Separated/relieved from active duty to continue on active duty in another Service, and
2. Transferred with no break in service from one Service to another under the authority of 10 USC 716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

K. Order Amended, Modified, Canceled, or Revoked

1. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified, canceled, or revoked.
2. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move.
  - a. No more than two DLAs are authorized.
  - \*b. In this situation only, the amount of the second DLA paid is taken from Table 5G-2.
  - c. More than one DLA for a dependent who moves twice under the authority in par. 5114-C1 is not authorized.

L. Member without Dependents Assigned to Two Crew Nuclear Submarine (SSBN)

1. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned Gov't Qtrs and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship ([57 Comp. Gen. 178 \(1977\)](#)).

2. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to Gov't Qtrs and occupies a private sector residence for a period of more than 15 days ([59 Comp. Gen. 221 \(1980\)](#)).

M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. 5152).

N. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

O. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. 5098, 5100, or 5102, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

P. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA ([73 Comp. Gen. 6 \(1993\)](#)) if the member:

1. Has no dependent (***NOTE: DLA at the without dependent rate is payable under par. 5442-P to a member, who is a member with dependents for housing purposes solely because the member is paying child support.***), and
2. Is assigned to permanent duty aboard a ship, and
3. Elects not to occupy assigned shipboard Qtrs for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and
4. Occupies private sector housing ashore.

Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation

1. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military Installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves.

2. For this subpar., the term military Installation means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility.

3. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances ([10 USC §2687\(e\)\(3\)](#)).

R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs. A member above the grade of E-5 is authorized DLA if the member:

1. Has no dependent,
2. Is assigned to Qtrs of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or
3. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
4. Elects not to occupy such Qtrs or facility.

S. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

1. *Have no dependents,*
2. Are assigned simultaneously to permanent duty aboard ship(s),
3. Elect not to occupy assigned shipboard Qtrs, and
4. Occupy a private sector residence or family type Gov't Qtrs ashore.

See [73 Comp. Gen. 6 \(1993\)](#).

T. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY order.

#### **5444 DLA NOT AUTHORIZED**

DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if Gov't Qtrs are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. 5444-1 with which this item does not conflict.)***;
5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. 5076-A1 through 5076-A4, 5076-B1 through 5076-b6; and 5076-c3; or
6. Local short distance moves IAW par. Ch 5, Part A5f, except as authorized in pars. 5442-F, 5442-G, 5442-Q, and 5446.

7. For a Selected Reserve member authorized limited PCS allowances from home to duty station IAW par. 7400.

#### 5446 PARTIAL DLA ELIGIBILITY

A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience. A partial DLA of \$708.86 (effective 1 January 2015) must be paid to a member who is ordered to occupy/vacate family-type Gov't Qtrs due to:

1. Privatization,
2. Renovation, or
3. Any other reason for the Gov't's convenience other than PCS.

B. Partial DLA Not Authorized for Local Moves. Partial DLA is not authorized for the following local moves:

1. From Gov't Qtrs upon separation/retirement;
2. Incident to PCS;
3. Change in family size or bedroom requirement for the member's convenience including promotion;
4. Voluntarily member initiated (Exception: Gov't directed moves under pars. 5262-E and 5262-F);
5. Pending divorce or family separation;
6. Due to the member's misconduct; or
7. From privatized housing to privatized housing.

#### 5448 DETERMINING AMOUNT PAYABLE

A. General. DLA:

- \*1. Rates are in Table 5G-1 (and Table 5G-2 for secondary DLA IAW par. 5442-K only).
2. Is based on the member being with or without dependents (par. 5440) on the PCS order effective date or the order directing the member to move ICW a military Installation closure or realignment.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel

1. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned Gov't Qtrs at the new PDS.
2. If the dependent later joins the member and is authorized dependent travel at Gov't expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

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**5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA**

- A. General. Under [37 USC §477](#), a member is authorized only one DLA during a fiscal year.
- B. Exceptions
1. The one DLA per fiscal year limitation does not apply to partial DLA.
  2. Under [37 USC §477](#), a member is authorized only one DLA during a fiscal year, unless the:
    - a. The Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year.
      - (1) Army, Navy, Air Force, Marine Corps
        - (a) General. The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned.
        - (b) Army. OUSD (P&R) Memo of 18 April 2012 temporarily allows the approval level to be set at the O-6 level when serving in the capacity of Directors of the Enlisted and Officer Personnel Management Directorates of the Army Human Resources Command effective 18 April 2012 and expiring on 18 April 2014.
        - (c) Coast Guard. Delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC) with no further re-delegation authorized;
        - (d) NOAA Corps. Delegation is to the Director of the NOAA Corps only.
        - (e) Exceptional Family Member Program (EFMP). Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.
      - b. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
      - c. Eligible dependents are relocated to a designated place incident to an evacuation (pars. 6060 and 6115);
      - d. Movement of a member's household is made ICW a national emergency or in time of war;
      - e. Movement of a member and/or a dependent(s) is made as envisioned by par. 5442-K, 5442-M or 5442-O;
      - f. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC); or
      - g. Member's dependents relocate incident to the member being assigned to ITDY (par. 4920).

C. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authority occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. **Example:** PCS moves of a member without dependents when assigned to Gov't Qtrs carry no DLA authority. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service Installation , or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in pars. 5450-B2b, 5450-B2e, and 5450-C2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

**5452 DLA RATES**

A. Primary DLA Rates

<b>PRIMARY DLA RATES</b>		
<b>Table 5G-1</b>		
<i>Effective 1 January 2015</i>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$3,667.21	\$4,514.29
O-9	\$3,667.21	\$4,514.29
O-8	\$3,667.21	\$4,514.29
O-7	\$3,667.21	\$4,514.29
O-6	\$3,364.37	\$4,064.71
O-5	\$3,240.32	\$3,917.97
O-4	\$3,002.85	\$3,453.76
O-3	\$2,406.54	\$2,857.40
O-2	\$1,908.97	\$2,439.89
O-1	\$1,607.48	\$2,181.12
O-3E	\$2,598.64	\$3,070.86
O-2E	\$2,209.12	\$2,770.74
O-1E	\$1,899.63	\$2,559.96
W-5	\$3,050.86	\$3,333.69
W-4	\$2,709.36	\$3,056.23
W-3	\$2,277.16	\$2,800.08
W-2	\$2,022.38	\$2,575.96
W-1	\$1,692.84	\$2,227.82
E-9	\$2,225.15	\$2,933.49
E-8	\$2,042.36	\$2,704.05
E-7	\$1,744.90	\$2,510.61
E-6	\$1,579.45	\$2,319.83
E-5	\$1,456.73	\$2,086.38
E-4	\$1,267.30	\$2,086.38
E-3	\$1,243.29	\$2,086.38
E-2	\$1,009.85	\$2,086.38
E-1	\$900.49	\$2,086.38

B. Secondary DLA Rates. *These rates are only payable when a second DLA is paid IAW par. 5442-K.*

<b>SECONDARY DLA RATES</b>		
<b>Table 5G-2</b>		
<i>Effective 1 January 2015</i>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$2,933.75	\$3,611.43
O-9	\$2,933.75	\$3,611.43
O-8	\$2,933.75	\$3,611.43
O-7	\$2,933.75	\$3,611.43
O-6	\$2,691.54	\$3,251.80
O-5	\$2,592.25	\$3,134.38
O-4	\$2,402.30	\$2,763.02
O-3	\$1,925.23	\$2,285.96
O-2	\$1,527.16	\$1,951.93
O-1	\$1,285.97	\$1,744.90
O-3E	\$2,078.93	\$2,456.70
O-2E	\$1,767.29	\$2,216.58
O-1E	\$1,519.72	\$2,047.98
W-5	\$2,440.69	\$2,666.92
W-4	\$2,167.50	\$2,444.98
W-3	\$1,821.73	\$2,240.08
W-2	\$1,617.88	\$2,060.76
W-1	\$1,354.30	\$1,782.23
E-9	\$1,780.11	\$2,346.82
E-8	\$1,633.90	\$2,163.23
E-7	\$1,395.88	\$2,008.50
E-6	\$1,263.58	\$1,855.86
E-5	\$1,165.41	\$1,669.11
E-4	\$1,013.86	\$1,669.11
E-3	\$994.63	\$1,669.11
E-2	\$807.87	\$1,669.11
E-1	\$720.37	\$1,669.11

\*C. DLA when a Member-Married-to Member Couple is Transferred (Table 5G-3)

<b>DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED</b>					
<b>*Table 5G-3</b>					
<b>Neither Member Has A Dependent</b>					
<b>R U L E</b>	<b>(A) If one member has:</b>	<b>(B) and the other member has:</b>	<b>(C) and at the old PDS(s) they occupied:</b>	<b>(D) and at the new PDS(s) they occupy:</b>	<b>(E) then DLA is payable to:</b>
1	no dependent	no dependent	the same dwelling	the same dwelling 3/	either member at the "without-dependent" rate, but not to both. 1/
2				separate dwellings 2/, 3/	
3			separate dwellings	the same dwelling 3/	each member at the "without-dependent" rate. 4/
4				separate dwellings 2/, 3/	
<b>One Member Has Dependent(s)</b>					
<b>R U L E</b>	<b>(A) If one member has:</b>	<b>(B) and the other member has:</b>	<b>(C) and at the old PDS(s) they occupied:</b>	<b>(D) and at the new PDS(s) they occupy:</b>	<b>(E) then DLA is payable to:</b>
5	no dependent	dependent(s)	the same dwelling	the same dwelling 3/	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. 1/
6				separate dwellings 2/, 3/	
7			separate dwellings	the same dwelling 3/	each member(at the "without-dependent" rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
8				separate dwellings 2/, 3/	
<b>Both Members Have Dependent(s)</b>					
<b>R U L E</b>	<b>(A) If one member has:</b>	<b>(B) and the other member has:</b>	<b>(C) and at the old PDS(s) they occupied:</b>	<b>(D) and at the new PDS(s) they occupy:</b>	<b>(E) then DLA is payable to:</b>
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dep" rate, but not to both. 1/
10				separate dwellings 2/	
11			separate dwellings	the same dwelling	each member at the "with-dependent" rate.
12				separate dwellings 2/	

1/ The member married to member couple may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member ([B-191742, 1 August 1978](#) and [DOHA Case 96110801, 26 June 1997](#)):

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and
- (c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary Qtrs. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary Qtrs with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary Qtrs. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs at Offutt AFB. Member B later joins Member A (who is residing in temporary Qtrs) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

3/ A member who has no dependent and who is assigned to Gov't Qtrs at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. 5442-B and 5442-D.

4/ Only one DLA is authorized if moving from separate Qtrs to the same family type Gov't Qtrs.

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## CHAPTER 7

## SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

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**Paragraph Title/Contents**


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**PART A: TRAVEL ICW LEAVE**


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**Section A1: Funded Environmental And Morale Leave (FEML)**


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- E. Reimbursable Expenses
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- D. Physical Examination ICW a Call/Order to Active Duty with Pay
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**7435 ARMY CIVILIAN MARINE PERSONNEL**

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- C. River, Harbor, and Flood Control Activities
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- A. Authorization/Approval
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- C. Time Limits
- D. PCS Instead of Temporary Accommodations
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- F. Eligibility
- G. Temporary Accommodations
- H. Delegation of Authority
- I. Risk Evaluation
- J. Transportation
- K. Subsistence Payments
- L. Itemization and Receipts
- M. Funds Advance

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**PART Q: TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED**


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**7815 TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED (EMPLOYEES ONLY)**

- A. Provisions
- B. Policy
- C. Applicability
- D. Limitations
- E. Definitions
- F. Allowable Expenses
- G. Personal Assistants for Employees with a Disability/Special Need
- H. Specially Equipped Automobile Transportation between CONUS PDSs

**7820 TRAVEL OF CONSULTANT OR EXPERT (EMPLOYEES ONLY)**

- A. Authority
- B. Conditions

**7825 MISSING PERSONS (EMPLOYEES ONLY)**

- A. General
- B. Conditions
- C. Responsibility

**7830 JUROR TRAVEL (EMPLOYEES ONLY)**
**7835 LABOR ORGANIZATION REPRESENTATIVE TRAVEL (EMPLOYEES ONLY)**

- A. General
- B. Certification

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## CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

### PART A: TRAVEL ICW LEAVE

#### SECTION 2: FUNDED REST AND RECUPERATION (R&R) LEAVE

##### 7005 FUNDED R&R LEAVE TRANSPORTATION

###### A. Policy

1. [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl. 2, subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation for Uniformed Service members. This policy is adopted by, and used for, DoD civilian employees.
2. Under [DoDI 1327.06](#), upon traveler request, the applicable COCOM Commander or the designated representative who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in DoD's best interest.
3. All restrictions outlined in [DoDI 1327.06](#) apply to the USCENTCOM R&R Leave program, unless otherwise directed in this regulation.
4. Non-DoD Services should consult their Service regulations.

###### B. General

1. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.*
2. Accommodations. TDY travel and transportation accommodations regulations apply to R&R travel.
3. Arranging Official Travel. See par. 2400.
4. Commercial Aircraft Use. See Ch 3, Part F.
5. Legal Authority for this Part. [10 USC §1599b](#) and [22 USC §4081\(6\) and \(8\)](#).
6. **Employees Only:** Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).
7. **Employees Only:** Travel Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation (App I4, par. A). TDY travel and transportation accommodations regulations also apply to R&R travel.

###### C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.
2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:
  - a. Standard Tour. One per 12 month period.
  - \*b. TDY. R&R is for a traveler who is serving a tour length under a TDY order for duty of 12 months or more (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in App U.

- c. Extended Tour. Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2<sup>nd</sup> R&R leave. See par. 7005-E5c.
  3. R&R Travel Combined with other Authorized Travel. *Unless it is requested by the traveler*, travel under the R&R leave program may not be combined with liberty, administrative absences, TDY, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel (or paternity leave, for **DoD Members**, in [DoDI 1327.06](#), Enclosure 2, par. 1j(9)(d)), the COCOM Commander may authorize the combined travel/leave, provided it is in the Gov't's best interest.
  4. 60 Consecutive Day Requirement
    - a. R&R may be taken after 60 consecutive days, in the App U location, are completed.
    - b. The COCOM Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.
  5. **Members Only:** Voluntary Extension
    - a. A DoD member who volunteers for a 12 month extension in the Operation Enduring Freedom or Operation New Dawn (formerly Iraqi Freedom) Area of Operations, subsequent to a 12 month or longer rotation is permitted transportation for an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. The traveler must have served 18 or more months in the R&R location prior to taking a 2<sup>nd</sup> R&R leave (see par. 7005-E5c).
    - b. Transportation for the R&R leave period is authorized only between the first deployed period termination and the voluntary extension start.
  6. **Members Only:** Non DoD Services. Non-DoD Services should consult their Service regulations.
- D. R & R Locations/Destinations. App U lists authorized R&R locations/destinations.
  1. R&R Location. A location must meet the requirements of [DoDI 1327.06](#) and be designated by one of the authorities listed in par. 7005-D5. *Do not send designation requests to PDTATAC.*
  2. R&R Destination. The authorized R&R destination, determined IAW [DoDI 1327.06](#), is listed in App U.
  3. Alternate Destination
    - a. A traveler may select a destination different from the authorized destination in App U and be reimbursed NTE the cost of Gov't provided transportation to the authorized destination.
    - b. Travel to and from the alternate destination is official travel, so available contract city pair airfares may be available for use.
    - c. *If the traveler travels to a more expensive alternate destination, city pair airfares are not authorized to/from the alternate destination.*

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. **Example 1**

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city pair airfare between OCONUS Location A and OCONUS Location B. The round trip policy constructed airfare (App A1) between OCONUS Location A and OCONUS Location B (incorporating some city pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,400
Round trip policy constructed airfare between OCONUS Location A and CONUS Location D is:	\$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. **Example 2**

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city pair airfare between OCONUS Location A and OCONUS Location B is:	\$980
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

5. Location Designation/Re-designation

a. Designating Authorities. The following are designating authorities for R&R locations/destinations:

- (1) DoD Services: PDUSD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;
- (4) U.S. Coast Guard: Commandant (CG-133), U.S. Coast Guard.

b. Designation/Re-designation Requests. DoD Services must send designation requests through COCOM channels to PDUSD (P&R) IAW [DoDI 1327.06](#).

E. Transportation

1. Limitations. R&R transportation is only for members and employees.
2. Restrictions
  - a. A traveler taking an R&R trip may use:
    - (1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
    - (2) Commercial air transportation if space required military air transportation is not reasonably available, and
    - (3) May not use cruise or tour packages to and/or from the authorized destination.
  - b. Each Commander must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.
3. Procurement. Commercial air transportation must be IAW par. 2400.
4. Reimbursement. Reimbursement must not exceed the Gov’t procured transportation cost between a traveler’s PDS and the authorized destination as determined in par. 7005-D2. Air transportation costs include taxes or fees the Gov’t would have paid if Gov’t procured transportation was used.
5. Time Limitation
  - a. Standard Tour. The traveler must have served more than 90 days in the R&R location prior to taking the 1<sup>st</sup> R&R leave.
  - b. Contingency Tour. The traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***
  - c. Extended Tour. Traveler must have served 18 or more months in the R&R location prior to taking a 2<sup>nd</sup> R&R leave.

F. **Employees Only:** Official Duty in Iraq, Afghanistan, or Pakistan. Transportation for an eligible employee, on official duty in Iraq and Afghanistan continues while Iraq and Afghanistan are designated as a combat zone. An eligible employee on official duty in Pakistan is eligible effective on or after 26 August 2010; however, retroactive R&R transportation allowances are not authorized IAW par. 7005-F5. ***Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010 and continue until terminated.***

1. Authorized Transportation. The employee:
  - a. Is authorized round trip transportation to the designated locations provided in App U, and
  - b. Must be in an approved leave status while traveling to/from Iraq, Afghanistan or Pakistan and during R&R breaks, IAW [DoDI 1400.25, Vol. 630](#).

The provisions in Ch 7, Part A2 must be applied when requesting and authorizing R&R travel.

2. Authority

- a. [P. L. 109-234](#) (Sec. 1603, Iraq and Afghanistan),
- b. [22 USC §4081\(6\)](#),
- c. [OSD \(P&R\) memo dated 4 May 2007](#),
- d. [P. L. 110-417](#) (Sec. 1102, Iraq and Afghanistan),
- e. [OSD \(P&R\) memo dated 20 October 2008](#) (Iraq and Afghanistan),
- f. [P. L. 111-84](#) (Sec. 1107, Pakistan),
- g. [OSD \(P&R\) memo dated 27 December 2011](#) (Pakistan),
- h. [5 USC §9904](#), and
- i. [OUSD \(P&R\) memo of 27 December 2011](#).

3. Assignment Options. An employee in Iraq, Afghanistan or Pakistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

- a. 6 or more Months but Fewer than 12 Months. An employee:
  - (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip, and
  - (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the R&R trip.
- b. 12 Consecutive Months. An employee:
  - (1) TDY, TCS, or PCS to Iraq, Afghanistan or Pakistan for at least 12 consecutive months is eligible for three R&R trips within the 12 month service period, and
  - (2) Must serve a minimum of 60 days in Iraq, Afghanistan or Pakistan to be eligible for the first R&R trip, and
  - (3) Should take R&R trips at reasonable intervals; (e.g., the first break after 60 days, and subsequent breaks every 50 to 60 days).

4. Limitations. An:

- a. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official station in Iraq, Afghanistan or Pakistan (including travel time) established in the Civilian Personnel Manual ([DoDI 1400.25, Vol. 630](#)) and/or other personnel related written material; and
- b. Employee is expected to return to Iraq, Afghanistan or Pakistan following the R&R leave period or be financially liable for the R&R trip expense.

5. Retroactive Benefits and Gratuities

- a. Effective 15 June 2006; benefits and gratuities must be granted retroactively for an employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met.
- b. DoD Components must review an employee's circumstances assigned to Iraq or Afghanistan within the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility.
- c. *Retroactive R&R transportation allowances for Pakistan is not authorized IAW [OUSD \(P&R\) memo dated 27 December 2011](#).*

## CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

### PART B: MEDICAL RELATED TRAVEL

#### SECTION 3: OCONUS DEPENDENT MEDICAL CARE TRAVEL

#### MEMBERS ONLY

##### 7105 OCONUS DEPENDENT MEDICAL CARE TRAVEL

A. Dependent Definition. As used in this par., a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

B. Local Medical/Dental Care Not Available

1. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- a. Is accompanying the member and the member has been on active duty for more than 30 days; and
- b. Requires care not available in the member's OCONUS PDS area.

2. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. 7105-B3.

3. Exceptions. A dependent participating under a dental plan established under [10 USC §1076a](#) (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- a. Emergency dental care,
- b. Dental care provided at an OCONUS location, or
- c. Dental care not covered by the dental plan.

C. Elective Surgery. *Travel and transportation reimbursement is not authorized for a dependent that travels for elective surgery.*

***Effective 1 October 2014***

D. Transportation to and from a Medical and/or Dental Facility. When practicable, Gov't transportation should be used for transportation authorized by this par. When Gov't transportation is not available or its use is not practicable, dependent patients must be transported by:

1. Gov't procured commercial transportation,
2. Personally procured commercial transportation, or
3. POC.

\*When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. If a POC is used, the dependent is authorized the Other Mileage Rate (see par. 2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for

parking fees. However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the Gov't (i.e., Gov't or Gov't procured transportation). **NOTE: This limit does not apply when Gov't or Gov't procured transportation is not available.** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

E. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

**Effective 1 October 2014**

\*F. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, the Other Mileage Rate (see par. 2600) is paid for the distance traveled based on odometer readings, in addition to reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees.

G. Lodging and Meals. The actual cost of dependent's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not exceed the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/ dental facility locality per diem rate. A dependent is not authorized meal expenses for roundtrip travel that is performed within 12 hours (see par. 4100-B). This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

**NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (App A1) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (App G). The locality per diem lodging ceiling in a foreign area (App A1) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.**

**Effective 1 October 2014**

H. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in App G. Receipt requirements are the same as those in par. 2710.

I. Attendants for a Dependent. If a dependent is unable to travel unattended, roundtrip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part D.

J. Advance. Funds may be advanced to cover expenses reimbursable under this par.

K. Administrative Provisions. An order authorizing/approving dependent travel for medical or surgical care must cite par. 7105 as authority. A statement by a competent medical official (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the AO's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

L. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. 5074-A, whose dependent is transported to a place other than the member's PDS under this par., is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

M. Accompanying Dependent Who Is Not an Attendant/Escort. If authorized, the dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order.. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. See par. 7105 for eligibility.

## CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

### PART K: RESERVE COMPONENT (RC) TRAVEL

#### MEMBERS ONLY

#### 7355 ACTIVE DUTY WITH PAY ([48 Comp. Gen. 301 \(1968\)](#))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. 2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. 7355-B1b and 7355-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. 2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authority

a. Circumstances. ICW par. 7355-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and Gov't Qtrs and/or a Gov't dining facility/mess are unavailable.

b. Authority. The member is authorized AEA for all meals and Qtrs (par. 4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. 7355-E, for a:
  - a. Member performing AT when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
  - b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
  - c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available; or
  - d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).
2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

- a. An RC member performing ADT, who is not authorized per diem/AEA, may be:
  - (1) Reimbursed for lodging service charges when transient Gov't housing is occupied, or
  - (2) Provided lodging in kind.
- b. ***Reimbursement for other than service charges for Gov't Qtrs use (App A1) is not authorized.***

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:
  - a. From the place the order is received/addressed to the place of physical examination (whichever is less), ***and***
  - b. As directed in the order:
    - (1) Return to the place the order is received/addressed, ***or***
    - (2) Proceed to the new PDS, ***or***
    - (3) Return to the place the order is received/addressed and then proceed to the new PDS.
2. Authorized Travel. Travel required ICW these examinations is IAW par. 7355-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when the ADT period is fewer than 140 days **at any one location** (except par. 2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days **at any one location** (except par. 2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

(1) At the training location except when par. 7355-B or par. 7355-C applies; and

(2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

(1) At the training location when the duty is for 140 or more days at one location, or

(2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

***Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.***

3. Extension Examples. See par. 2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

(1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days **at any one location** (except par. 2240) including duty at multiple locations provided duty is 180 or fewer days at all locations.

(2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days **at any one location** (.). This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. 7355-B or 7355-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is *not* payable:

- (a) At the duty location when the duty is for more than 180 days at one location, except as in pars. 7355-F2b(2) and 7355-F3, or
- (b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. 2230-C for non-training active duty TDY exception.

***Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.***

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA for the duty location are paid IAW par. 9145 or 10428) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. 2230.

4. Extension Examples. See par. 2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. 7355-E2b(1).

**7360 ACTIVE DUTY WITHOUT PAY**

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. 7360-B, an RC member who performs duty without pay (par. 7355) may be authorized/approved to receive:

1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
2. Reimbursement for occasional meals and/or Qtrs (par. 4230).

*The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 Comp. Gen. 319 \(1966\)](#)).*

### 7365 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. 7365:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. 2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

a. IDT at the:

- (1) Training duty station,
- (2) Drill site,
- (3) Assigned unit city/town location,
- (4) Local area of the assigned unit or home, or

b. Travel between home and the:

- (1) Assigned unit (except in par. 7365),
- (2) Unit training assembly place, or
- (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

**Example 1:** A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.575/mile = \$11.50.

**Example 2:** A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.575/mile = \$9.20.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

**Example:** A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

**Example:** A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location G (TDY location) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

**Example:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.575/mile = \$8.05.

F. Reimbursement of Service Charges for Transient Gov't Housing Use

1. An RC member who occupies transient Gov't housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:
  - a. Reimbursed for lodging service charges, or
  - b. Provided lodging in kind.
2. Reimbursement for other than service charges for Gov't Qtrs (App A1) use is not authorized.

**7370 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY**

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. 7365.
- \*2. An RC member who occupies transient Gov't housing (while performing IDT *without pay*) and is not authorized per diem/AEA, may be:
  - a. Reimbursed for lodging service charges, or
  - b. Provided lodging in kind.
3. Reimbursement for other than service charges for Gov't Qtrs (App A1) use is not authorized.

**7375 SROTC MEMBER**

A. Applicability. Par. 7375 applies to a designated SROTC applicant and member appointed under [10 USC §2104](#) and [10 USC §2107](#).

B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.
2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. 7375-B3 and 7375-B4) for travel to and from Installations:
  - a. For medical/other examinations,
  - b. To observe military functions/operations, or
  - c. For other observations deemed appropriate by the Service concerned.
3. Transportation and Meals. Gov't/Gov't procured transportation and Gov't supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. 7375-B1 or 7375-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

- (1) Home and the nearest appropriate public transportation terminal, and
- (2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. 7375-B1 or 7375-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of Gov't-procured transportation plus Gov't-supplied meals for travel between the authorized points (minus the cost of any Gov't procured transportation and/or Gov't supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under [10 USC 2104 \(53 Comp. Gen. 957 \(1974\)\)](#).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Gov't Qtrs or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/Qtrs is IAW par. 4230.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part A PCS allowances.

b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.

c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. 7650) for TDY, except while performing field or at-sea training and both Gov't Qtrs (other than temporary lodging facilities) and Gov't dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.

b. For par. 7375-C, a Gov't dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.

c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part A PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

1. A member appointed under [10 USC §2104](#) and [10 USC §2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part A PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

**7380 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE**

A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. 7380-A1 through 7380-A3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

**7385 FUNERAL HONORS DUTY ([10 USC §12503](#) or [32 USC §115](#))**

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Ch 3 and Ch 4 TDY travel and transportation allowances.

**7390 COLA AND HOUSING ALLOWANCES**

- A. COLA. See par. 9145.
- B. Housing Allowances. See par. 10428.

## 7395 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

### A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. 7395, ‘outside the local commuting distance’ is defined as the local travel area under par. 2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. 7395-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member’s RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed ([37 USC 452\(b\)\(9\)](#), *NTE a total of \$300 for each round trip* ([37 USC §478a\(c\)](#)).

### 1. Transportation

- a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.
- b. POC Transportation. The Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

### 2. Lodging and Meals

- a. Meals. The actual cost of the member’s meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

### b. Lodging

- (1) The actual cost of the member’s lodging (including tax, and service charges) may be reimbursed up to the per diem rate for the area concerned.
- (2) The locality [per diem](#) lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (App G).
- (3) The locality [per diem](#) lodging ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

*Effective 2 August 2013*

**7400 SELECTED RESERVE LIMITED PCS ALLOWANCES**

A. General. A member is authorized travel and transportation allowances in par. 7400-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned);
  - a. During the preceding three years,
  - b. Between 1 October 2012 and 31 December 2018, and
  - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*
2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this paragraph only once.
2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.

- a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part A are authorized.
- b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part A for dependents.
- c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part A.

3. Allowances Not Authorized

- a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from home to duty station.
- b. DLA. DLA is not authorized.
- c. TLE. TLE is not authorized.

D. Advance. These allowances may be paid in advance.

7405 ALLOWANCE SUMMARY TABLES

*These tables are for informational purposes only. Actual allowances are in Ch 7, Part K.*

\*A. RC Personnel on Active Duty with Pay (Table 7-K1). See footnote 1

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) 6	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the Gov't city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if Gov't Qtrs and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. 4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part A applies	Ch 5, Part A applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. 2240-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

**\*TABLE 7K-1 FOOTNOTES:**

- 1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay, except for a periodic physical for a member on the TDRL (par. 7080).
- 2/ Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.
- 3/ An RC member may not be paid for commuting from home to duty--only one round trip may be paid.
- 4/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 5/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 6/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs and dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

**\*B. RC Member on Active Duty without Pay (Table 7K-2)**

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or Qtrs may be authorized for travel days only. Par. 4230.

**\*TABLE 7K-2 FOOTNOTES:**

- 1/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 2/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

**\*C. Inactive Duty Training (IDT) with/without Pay (Table 7K-3). See footnotes 1 and 2**

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

**\*TABLE 7K-3 FOOTNOTES:**

- 1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.
- 2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.
- 3/ Par. 7365 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

\*D. Senior Reserve Officers Training Corps Member (Table 7K-4). See footnotes 1 and 2.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Gov't conveyance or Gov't procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. Gov't prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. 4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Gov't procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. 7650 applies	Par. 7650 applies	Does not apply while at a location performing field training or at-sea training when both Gov't Qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part A applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part A applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part A applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part A applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part A applies	Ch 5, Part A applies	From home or place ordered to active duty to the first PDS via any TDY en route

**\*TABLE 7K-4 FOOTNOTES:**

- 1/ Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#) -- SROTC advanced training member.
- 2/ Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#) -- SROTC cadets and midshipmen in the Financial Assistance Program.

\*E. Miscellaneous (Table 7K-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under <a href="#">10 USC §1074a</a> for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is IAW <a href="#">DoD FMR, Volume 7A, par. 580105.A</a>	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. <a href="#">DoD FMR, Volume 7A, par. 580105.A</a> for the effective rate.

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## CHAPTER 8

COST OF LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO  
CONUS HIGH COST AREAS (CONUS COLA)  
37 USC §403b

## MEMBERS ONLY

## 8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area

1. An area is a high cost area for a fiscal year if the Uniformed Services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage.
2. The term "base period," (ICW a fiscal year) is the 12 month period ending on 30 June of the year in which such fiscal year begins.
3. *SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.*
4. The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. A member authorized BAH (or would be authorized BAH if Gov't Qtrs were not occupied) at the 'with dependent' rate. *The term does not include a member authorized BAH at the 'with dependent' rate solely on the basis of paying child support.*

C. Member without Dependents. A member authorized BAH at the:

1. Without dependent rate (or would be authorized if Gov't Qtrs were not occupied), and
2. With dependent rate solely on the basis of paying child support.

D. Primary Dependent. A primary dependent is:

1. The member's spouse; or
2. For an unmarried member, a dependent as defined in App A1 (except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. Any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or return to, a CONUS location to establish a permanent residence.

**8002 ELIGIBLE MEMBERS**

A. General. The following members are eligible to receive a CONUS COLA under 37 USC §403b) and this Chapter . A member:

1. Assigned to a CONUS high cost area.
2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.
3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. 8016-B or 8016-C that:
  - a. The member's primary dependent must reside in a CONUS high cost area because of the member's PDS or other circumstances; and
  - b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's PDS.

B. Ship/Afloat Staff Home Port

1. For CONUS COLA, a ship/afloat staff's home port assignment (not a PDS for non-sea duty organizations) is the member's PDS.
2. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship/afloat staff (regardless of BAH eligibility) is eligible for CONUS COLA if otherwise qualified.

**8004 RATE PAYABLE**

A. General. CONUS COLA must be paid to a member:

1. Assigned to a PDS in a CONUS high cost area.
2. Based on the primary dependent's location for a member with dependents under the circumstances in par. 8016, do not reside with the member at the PDS location,.

B. Member Married to Member Couple

1. When a member is married to another member, each is authorized CONUS COLA.
2. This authority exists whether or not the member married to member couple maintain a joint residence or separate residences.
3. A spouse, who also is a member on active duty, may ***NOT*** be a dependent for CONUS COLA purposes.
4. When a member married to member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the 'with dependent' rate and to the other at the without dependent rate.

C. Member Assigned to a Ship/Afloat Staff

1. For CONUS COLA, the home port of the ship/afloat staff to which a member is assigned is the member's PDS.
2. Ordinarily CONUS COLA, based on the rate for the old home port, stops on the day before the home port change effective date.
3. CONUS COLA, based on the rate for the new home port, begins on the home port change effective date.
4. If a member without dependents is undergoing a home port change and the ship/afloat staff is delayed 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 CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions

1. A new member, ordered to active duty, is authorized CONUS COLA at the rate for a member:
  - a. Without dependents - the rate is based on the duty location. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,
  - b. With dependents - the member may elect the 'with dependent' rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the initial PDS.
2. *CONUS COLA is reduced by the number of travel days authorized under par. 5012 for direct travel from the PLEAD to the first PDS.*

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation/Retirement. CONUS COLA is paid during separation/retirement processing based on the:

1. Last PDS rate; or
2. Primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or
3. CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

**8006 CONUS COLA NOT PAYABLE**

CONUS COLA is not payable for:

1. The number of travel days authorized ICW a PCS (par. 5012); or
2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, see par. 8038.

**8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

1. A member, assigned to an OCONUS PDS, may be paid an appropriate OCONUS COLA at the without dependent rate (Ch 9), and a CONUS COLA at the 'with dependent' rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command sponsored dependent residing OCONUS with the member.***
2. If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence (IAW par. 9105-B) the member may be paid the OCONUS COLA at the 'with dependent' rate, and a CONUS COLA at the without dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates.
3. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence (par. 9130-A). On the following day, the member may be paid CONUS COLA at the 'with dependent' rate for the CONUS PDS.

**8010 MEMBER PAYING CHILD SUPPORT**

A member authorized:

1. BAH at the 'with dependent' rate based solely on child support payment; or
2. BAH DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without dependent rate.

**8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN**

- A. General. Generally, a divorced/legally separated member who is not identified in the divorce decree/legal separation agreement as the full time legal custodial parent of a child/children of the marriage is not authorized CONUS COLA at the 'with dependent' rate.
- B. Member has Physical Custody but no Legal Custody. A member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the 'with dependent' rate if:
1. The member is authorized BAH, and
  2. Physical custody is for a minimum of 90 consecutive days. ***Abreak/breaks of 5 days or less, is not considered an interruption of the 90 day period.***
- C. Two Members Involved. If the divorce/separation involves two members, it is possible for both members to be authorized CONUS COLA at the 'with dependent' rate. In this case each member-parent has physical custody of one or more children at the same time. See Ch 10, BAH.
- D. Member Paying Child Support has Physical Custody. If the child/children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break/breaks for 5 or fewer days), the member does not receive BAH at the 'with dependent' rate solely because of child support payments ([69 Comp. Gen 407, \(1990\)](#)).

**8014 CONUS COLA WHEN ORDERED ON A PCS**

- A. CONUS COLA Starts. Except as in this par. and par. 8016, CONUS COLA begins on the day the member reports to the new PDS.
- B. CONUS COLA Ends. Except as in this par., CONUS COLA, at the rate paid at the member's old PDS, continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but the allowance is reduced by the number of days authorized under par. 5012 for PCS travel.
- C. Departing the PDS. Except as in par. 8022, a member:
1. Departing from an OCONUS PDS. ICW a PCS to a CONUS PDS, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or
  2. Departing from a PDS ICW a PCS to a new CONUS PDS, with TDY en route at a location to which the member commutes from the permanent Qtrs that will be occupied at the new PDS, is authorized the CONUS COLA rate for the new PDS on the day after per diem has been stopped under the circumstances in par. 5046.

**8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION**A. General

1. A member is authorized only one CONUS COLA.
2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship/afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve CONUS COLA payment based on the dependent's location through the Secretarial Process.
3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved. When the member is:

1. Assigned to a PDS in an area where there is not sufficient housing;
2. Assigned to unusually arduous sea duty and the primary dependent resides at/relocates to, a CONUS designated place;
3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated ICW the home port change;
4. In receipt of a PCS order to a unit with an announced home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;
5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;
6. Assigned to ITDY, or TDY pending further orders;

7. Assigned to a Professional Military Education or training course that is scheduled NTE one year; or
8. Directed (with dependent) to reside in Gov't Qtrs in a high cost area that is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances/conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS. *A personal election of either a member or primary dependent is not a consideration.*

D. Rates Applicable

1. *In this subpar., the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. 5012.*
2. The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later.
3. CONUS COLA authority based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction.
4. If the primary dependent does not relocate, authority for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction.
5. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authority was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS.
6. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

### 8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. 8016, a member assigned at a CONUS PDS may request CONUS COLA based on the dependent's location through the Secretarial Process, or
2. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS

1. 90 Days or Less. A dependent may visit the member, for 90 days or less, at the PDS without changes to the CONUS COLA allowance.
2. More than 90 Days. When the visit exceeds 90 days CONUS COLA is changed to be based on the member's PDS location.
3. Dependent Leaves PDS. If the dependent leaves the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT				
*Table 8-1				
RULE	Member Assigned	Dependents Located	Dependent Located at or Near the PDS	Then
1	OCONUS	In CONUS	No	Start CONUS COLA at the 'with dependent' rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the 'with dependent' rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the 'with dependent' rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

**8020 THE GOV'T DEFERS DEPENDENT TRAVEL**A. General1. New PDS is OCONUS

- a. When the Gov't defers dependent travel at Gov't expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new OCONUS PDS.
- b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.
- c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

2. New PDS is in CONUS

- a. When the Gov't defers dependent travel at Gov't expense to a member's new CONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new CONUS PDS.
- b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.
- c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

3. CONUS COLA Authorized by Secretarial Process

- a. When the Secretarial Process previously authorized CONUS COLA based on the dependent's location, that rate continues.
- b. Housing must be obtained for dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS.

1. CONUS COLA payment based on the primary dependent’s location or old PDS continues for up to 60 days after dependent travel is authorized.
2. If the 60 day period expires, and the dependent has not arrived at the member’s PDS, and an extension to the 60 day period or a waiver has not been granted through the Secretarial Process, CONUS COLA for the dependent’s location terminates and the member is authorized CONUS COLA for the PDS location.

C. Decision Logic Table

\*1. Changes when the Gov’t Delays Dependent’s Travel to an OCONUS PDS (Table 8-2)

<b>R U L E</b>	<b>Expected Travel Delay</b>	<b>Dependent Relocated at Gov’t Expense</b>	<b>Dep Arrives w/in 60 Days of Travel Authority</b>	<b>Then</b>
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location.
			No	Stop CONUS COLA the day before the primary dependent’s arrives at the new PDS
2			Yes	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location.
			No	Stop CONUS COLA as of day 61.
3		No	Yes	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location.
			No	Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
4	20 or More Weeks		Yes	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location.
			No	Stop CONUS COLA as of day 61.
5		Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel.
			No	Stop the CONUS COLA based on the dependent’s location on the day before the primary dependent arrives at the member’s PDS.
6			Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel
			No	Stop CONUS COLA as of day 61.

\*2. Changes when the Gov't Delays Dependent's Travel to a CONUS PDS (Table 8-3)

RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
1			Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS. Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin. Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS on the mbr's arrival date.
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS. Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5	Or the Old PDS is Outside the U.S.		No		Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin. Start CONUS COLA based on the PDS as of day 61.

<b>R U L E</b>	<b>Expected Travel Delay</b>	<b>Dependent Relocated at Gov't Expense</b>	<b>Dependent Arrives within 60 Days of Travel Authority</b>	<b>COLA for Dep Location Auth/App by Secretarial Process?</b>	<b>Then</b>
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS as of the mbr's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS. Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8			No		Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA as of day 61 after travel is authorized to begin. Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start COLA based on the new PDS as the member's arrival date.

**8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS****A. General**

1. One Dependent Location. When the primary dependent establishes a residence/resides in CONUS incident to a member's transfer to an unaccompanied OCONUS PDS, or while the member is assigned to an unaccompanied OCONUS PDS, CONUS COLA is authorized when the primary dependent:

- a. Retains a permanent residence in CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different from the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

b. Relocates in CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authority begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the old PDS rate continues through the day before the day the rate for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

c. Resides in CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a CONUS PDS, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. 5012 for the member's direct PCS travel. CONUS COLA authority at the rate prescribed for the new PDS begins on the day the member reports at that station.

4. Establishes a residence in CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. 5012 for direct PCS travel.

2. Multiple Dependent Locations. CONUS COLA authority is based on the primary dependent's residence location.

B. Decision Logic Tables

\*1. Member with Dependents Serves an Unaccompanied Tour (Table 8-4)

R U L E	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
1	is assigned to an unaccompanied tour at an OCONUS PDS	dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.			
If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.			
2		dependents relocate their permanent residence from the CONUS to another location in the CONUS at Gov't expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.			

R U L E	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from OCONUS to the CONUS at Gov't expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location. If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location. If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at Gov't expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS. If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authority for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authority for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

**8024 EARLY RETURN OF DEPENDENTS**

A. Early Return at Gov't Expense. When all of a member's dependents are returned from an OCONUS PDS at Gov't expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
*Table 8-5		
RULE	Dependents Returned from OCONUS PDS	Then
1	Return is at Gov't expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return is <i>not</i> at Gov't expense	No authority to pay CONUS COLA.

**8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED**

A. General. When a PCS order is issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS.

1. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS.

2. A member may be authorized CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process.

3. Examples of separation situations that are *routinely* authorized/approved at a lower level than the Service Secretary include:

a. The member is assigned to a PDS in an area in which sufficient housing does not exist;

b. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.

c. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;

- d. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;
- e. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;
- f. The member is assigned to indeterminate TDY, or TDY pending further orders; or
- g. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination.

- 1. In addition to the example situations in pars. 8026-B3 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process.
- 2. This decision may be kept at a higher level than those situations in pars. 8026-B3.
- 3. *A personal election of either a member or dependent for residing separately is not a consideration.*

D. Rates Applicable

- 1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.
- 2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

\*1. Changes when a Dependent Travel in Advance of the Member (Table 8-6)

RULE	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for member's PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
7		New OCONUS PDS	Yes/No	*Table 10E-9.

\*2. Changes when a Dependent Travels after the Member (Table 8-7)

R U L E	Dependent Performs PCS Travel after the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

**8028 MEMBER IN A MISSING STATUS**

A. Member without Dependents. For a member, without dependents, in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive CONUS COLA authorized upon entering the missing status. If the dependent relocates, pay CONUS COLA appropriate for the dependent's location.

**8030 MEMBER IN CONFINEMENT**

A member, in confinement who is authorized allowances, is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

**8034 AUTHORITY WHEN THE MEMBER IS HOSPITALIZED**

For the purpose of CONUS COLA authority, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. This par. applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

**8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS****A. Member with Dependents****1. CONUS COLA Continuation at the Member's PDS**

a. A member, whose dependent is evacuated and who was authorized CONUS COLA at the 'with dependent' rate for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under par. 8016-B or 8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located.

b. When such a determination is issued, authority for CONUS COLA at the 'with dependent' rate, based on the location of the designated place for the primary dependent, begins on the day after the day per diem at the designated place (authorized in par. 6095-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the 'with dependent' rate beginning on the day after the day per diem at the designated place (authorized in par. 6025-E) terminates. The rate is based on the location of the designated place for the primary dependent.

**B. Member without Dependents.** A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, is authorized CONUS COLA until the day before the day the member reports at the new PDS.

**8038 RC MEMBER**

**A. General.** An RC member is not authorized CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or
2. In support of a contingency.

**B. Location Rate****1. Called/Ordered to Active Duty for 140 or More Days**

a. An RC member called/ordered to active duty for 140 or more days, is authorized CONUS COLA for the primary residence location beginning on the first active duty day.

b. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location in the active duty order.

c. CONUS COLA authority for the PDS location rate begins on the day the member reports at that location.

d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency

- a. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the primary residence beginning on the first active duty day.
- b. This rate is authorized even for duty of fewer than 140 days.
- c. 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.
- d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

\*C. Decision Logic Table – RC Member (Table 8-8)

<b>R U L E</b>	<b>If member is (NOTES 1 and 2)</b>	<b>PCS HHG Transport Authorized</b>	<b>Duty in Support of Contingency Operation</b>	<b>Then</b>
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
2			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
4			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

**NOTES:**

- 1. A DoD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.
- 2. If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorities. If the prospective new period is 140 or more days and PCS HHG are not authorized, CONUS COLA based on the primary residence continues or would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the primary residence(if currently authorized) would stop the day before the modification/ amendment and CONUS COLA for the PDS would begin on the modification date or CONUS COLA based on the PDS would continue.

## CHAPTER 9: STATION ALLOWANCES

### PART C: TEMPORARY LODGING ALLOWANCE (TLA)

#### SECTION 1: GENERAL

#### MEMBERS ONLY

##### 9150 GENERAL

A. Purpose. TLA is an allowance intended to *partially* pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits ([B-208740, 31 January 1983](#))) and waiting for a Gov't Qtrs assignment, or while completing arrangements for other private sector housing when Gov't Qtrs are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Gov't Qtrs/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent Gov't Qtrs/private sector housing/privatized housing;
3. While seeking permanent Gov't Qtrs/private sector housing following a TDY period when a member without dependents vacated permanent Gov't Qtrs/private sector housing before a TDY assignment of 90 or more days ([59 Comp. Gen. 486 \(1980\)](#));
4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;
5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits ([B-208740, 31 January 1983](#))) after Gov't Qtrs/private sector housing is vacated ICW a PCS order; or
6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

***NOTE 1:*** A member who retires/separates, stays in the PDS area, and then moves at a later date, or moves to an OCONUS HOR/HOS location selected by the member, is not eligible for TLA.

***NOTE 2:*** TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in par. 1035 applies when TLA is provided for inappropriate reasons.

***NOTE 3:*** See par. 9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.

***NOTE 4:*** A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA.

B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.
3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided 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, or
  - b. FAX: (571) 372-1301

for review [IAW DoDD 5154.29](#) before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. 9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements in par. 9150-C1e(1) through (8) must be met before TLA payment.
- c. If Gov't Qtrs are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.
- d. When Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost IAW Ch 2, Part H1.
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
  - (1) Upon arrival, of the responsibility to aggressively seek permanent Gov't Qtrs/private sector housing (not applicable when it is known that the member is to be assigned Gov't Qtrs), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Gov't Qtrs/private sector housing;
  - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Gov't Qtrs/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to Gov't Qtrs.;***
  - (3) Of the responsibility to furnish a statement to the official described above in par. 9150-C1e(2) indicating TLA commencement and/or termination;

- (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. 9160 and 9170;
- (5) Of the requirement to relocate to other permanent Gov't Qtrs/private sector housing or to reoccupy the Gov't Qtrs/private sector housing formerly occupied, as soon as practical if the conditions in par. 9150-A2 apply;
- (6) That TLA payment depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
- (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
- \* (8) That lodging expenses are not allowed while staying with friends/relatives, but the M&IE is payable for the eligible TLA period.

If, using written guidance of the OCONUS TLA Authority, a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authority must be denied.

## 2. Determining Additional TLA Periods

- a. In addition to the responsibilities in par. 9150-B1, before authorizing/approving additional TLA periods upon initial arrival (par. 9160-G), delayed departure (par. 9170-C), or early permanent Gov't Qtrs/private sector housing termination (par. 9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.
- b. Personal inconvenience to a member/dependent(s) is never a determining factor.
- c. Applications for additional TLA periods must establish the need for continuance.
- d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:
  - (1) TLA the member has received or will receive;
  - (2) Current and estimated expenses for temporary lodgings occupancy;
  - (3) Housing allowance for a member who has one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents; and

***NOTE: Housing allowance is not a consideration when paid for a dependent(s) at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.***

  - (4) FSH.
- e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

- (1) Preclude the need for TLA,
- (2) Shorten the authorized period, and
- (3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent Qtrs. The guidance should ensure that:

- (1) Existing Gov't transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Gov't transient facilities more available to a member in a TLA status and/or dependents;
- (2) Leased Qtrs furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
- (3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;
- (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
- (5) The member is aware of Gov't owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Gov't Qtrs and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
- (6) Permanent Gov't Qtrs are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Gov't Qtrs/private sector housing could reasonably be occupied, when permanent Gov't Qtrs are/private sector housing is not occupied;
- (7) That requirements for dependent travel authorities contain advice to the member about appropriate items for inclusion UB (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and
- (8) An up to date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

**9155 GENERAL TLA PAYMENT CONDITIONS**

A. TLA Authority. TLA may be authorized when the TLA Authority determines it is necessary that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-Occupancy. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorized reimbursement for other days during the TLA period.

C. TLA Periods. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. Unaccompanied Tour. A member serving an unaccompanied tour is not authorized TLA when an available Gov't dining facility/mess is not used and/or available Gov't Qtrs are not occupied because a non command sponsored dependent is in the PDS vicinity.

E. Multiple Allowances. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part B9) as long as TLA and TQSE/TQSA payments cover different expenses. ***Duplicate payment for the same expenses is not authorized.*** The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

#### **9157 ADVANCE PAYMENT**

An advance may be paid for the number of authorized TLA days, after authority is provided based on the appropriate directive(s) issued under par. 9150.

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**CHAPTER 9: STATION ALLOWANCES****PART C: TEMPORARY LODGING ALLOWANCE (TLA)****SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES****MEMBERS ONLY****9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES****A. General**

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. 9160-B and 9160-C.

2. Extra Room Charge Payment. Except as provided in pars. 9185-C and 9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. 9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day, but for lodging only. M&IE remains at the ordinary percentages.

3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. 5030) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. 5014-A to C, 5014-D, 5074-B1, and 5074-B2. The reporting day lodging expense is reimbursed as TLA (par. 9150-C). See par. 9185-H, TLA computation Example 8.

b. TLA is not payable on the reporting day when MALT PLUS is payable, par. 9160-B.

B. Temporary Lodging Not Available at PDS. When Gov't/commercial temporary lodgings are not available at the PDS and the member must obtain Gov't/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. 9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. 9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by a Gov't Contractor. When a Gov't contractor furnishes temporary lodgings, TLA is computed under par. 9185-E. When the member and/or dependents check into/out of Gov't contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of Qtrs charge paid.

D. Temporary Lodging Occupied in Facilities under Gov't Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's Qtrs, under Gov't jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. 9185-E. When the member and/or dependents check into/out of this type of Qtrs at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation

1. Except when more than one TLA rate applies within the computation period as in par. 9185-A or 9185-B, and except as in pars. 9185-F, and 9185-G, TLA computations are made in increments of 15, or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period.
2. When determining the lodging expense ICW TLA, the International Transaction (currency conversion) Fees charged by the GTCC are added to the actual daily lodging cost along with any lodging tax or value added tax (VAT) certificate cost, and other authorized lodging costs.
3. ***When using a personal non-GTCC credit card and not formally exempt from having a GTCC, International Transaction (currency conversion) fees charged by your credit card company are not part of the computation.***
4. Computations are as follows:

**Step 1:** Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality [per diem M&IE and lodging rates](#).

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

- a. Use the above applicable percentage for both lodging and M&IE unless:
  1. A TLA – Special has been authorized for lodging. See par. 9195.
  2. Temporary lodgings are not available at the PDS. See par. 9185-B.
  - \*3. Permanent Gov't Qtrs are being renovated, or lack adequate cooking and eating facilities. See par. 9185-F.
  - \*4. Temporary Qtrs contain adequate cooking facilities. See par. 9185-G.
  5. A member, authorized a temporary lodging cost at the new PDS under par. 9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.
  - \*6. The member/dependent(s) stay with friends/relatives; lodging cost reimbursement is not authorized but the TLA M&IE is paid.
- b. When computing the applicable percentage for a:
  1. Member and family including the member's spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See Example 7;
  2. Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent

age 12 or older is 100%, plus dependent under 12 is 25%).;

3. Member-married-to-member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. 9185-E, as shown in Examples 5 and 6.

\*c. Exception occurs when temporary lodgings are not available at the PDS, while renovating Gov't Qtrs, or when permanent Qtrs lack adequate cooking and eating facilities. See par. 9185-F.

#### **Step 2: Determine the Payable Lodging Cost**

a. Compare the actual daily lodging cost, including lodging tax or value added tax (VAT) certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. 9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.

\*b. Itemized lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. 2710 for receipt requirements; and par. 9157 for TLA advances.

c. If the member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

**Step 3: Determine Daily TLA Amount.** Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. 9185-H and 9195 (TLA – Special).

#### **F. TLA while Gov't Qtrs Are Being Renovated, or if Gov't Qtrs Lack/Private Sector Housing Lacks a Stove and/or Refrigerator**

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:

- a. Occupy Gov't Qtrs while the kitchen is being renovated, or
- b. Occupy Gov't Qtrs/private sector housing during utility loss, or
- c. Initially occupy permanent Gov't Qtrs/private sector housing without a stove and/or refrigerator and meals cannot be prepared.

2. Determine TLA by multiplying the par. 9185-E4, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

#### **G. Temporary Qtrs Contain Facilities for Preparing and Consuming Meals**

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. 9185-E, except that the M&IE amount is reduced by one-half.

\*2. The reduced (one-half) M&IE amount based on adequate cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

\*3. The presence of a stove and oven, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. 9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. 9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
  
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

## Part C: TLA/Section 6: Rates Payable, Comp Procedures &amp; Ex (Members Only)

H. TLA Computation Examples. *Per diem rates used in these examples may not be current, and are for illustrative purposes only. Refer to the paragraph references for clarification when computing TLA.*

\*1. Example 1 -- TDY/Deployment, POC Travel

A member, with command-sponsored spouse, is assigned to an OCONUS location (par. 9150-C). The member and spouse arrive at the new OCONUS PDS location on 1 April by POC and move into temporary lodgings the same day (par. 9160-B). TLA status is effective the following date, 4/2.	
The temporary accommodations do not have facilities for preparing and eating meals (par. 9185-G). The locality <u>per diem rate</u> is \$150 (\$76/ \$74). The actual lodging expense is \$114/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost, if applicable. Itemized lodging receipts are provided as required.	
<b>4/1</b> - TLA is not payable for 1 April since MALT PLUS per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.	
<b>4/2</b> – The member is advised upon reporting to aggressively seek permanent Gov't Qtrs/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
<b>4/11</b> – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent Qtrs/housing is reviewed for compliance with the JTR and OCONUS TLA Authority requirements. TLA is extended for another 10-day period by the OCONUS TLA Approving Official (par. 9150-C2).	
<b>4/21</b> – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. 9160-C3 (TDY/Deployment). TLA is authorized only for the number of days the member actually remained in TLA accommodations. The member and spouse moves into the same permanent Qtrs on 4/21.	
<b>TLA COMPUTATION FOR 2-10 APRIL – MEMBER/DEPENDENT</b>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150/day.	\$74 + \$76 = \$150 \$150/day x 4 days = \$600
<b>TLA COMPUTATION FOR 11-14 APRIL – MEMBER/DEPENDENT</b>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150/day.	\$74 + \$76 = \$150 \$150/day x 9 days = \$1,350
<b>TLA COMPUTATION FOR 15-17 APRIL TDY/DEPLOYMENT</b>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result (par. 9185-E4, Step 1a5).	\$74 divided by 2 = \$37 \$74 - \$37 = \$37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$113/day.	\$37 + \$76 = \$113 \$113/day x 3 days = \$339
<b>TLA COMPUTATION FOR 18-20 APRIL – MEMBER/DEPENDENT</b>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150/day.	\$74 + \$76 = \$150 \$150/day x 3 days = \$450

\*2. Example 2 -- TDY Status, Vessel at Home Port and Underway

<p>A member, with spouse, is assigned to a ship with an OCONUS home port. The locality <u>per diem rate</u> is \$132 (\$66/ \$66). The member and spouse arrive at the OCONUS home port 9/30 by POC while the ship is away (par. 9160-C2). TLA status is effective the following date, 10/1.</p> <p>They occupy temporary Gov't Qtrs that does not have facilities for preparing and eating meals (par. 9185-G). The actual lodging expense is \$98/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.</p> <p>The ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member and spouse move into the same permanent Qtrs on 10/11.</p>	
<p>9/30 - TLA is not payable for 30 September since MALT PLUS per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.</p>	
<p>10/1 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).</p>	
<p>10/6 – The member submits a lodging expense report of \$490 (\$98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of \$490 (\$98 per day) from 10/6 thru 10/10. TLA extension of an additional 10-day period is authorized as the member has complied with the OCONUS TLA Authority requirements IAW the JTR (par. 9150-C2).</p>	
<p><b>TLA COMPUTATION FOR 1-5 OCTOBER – TDY STATUS/VESSEL UNDERWAY</b></p>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	<p>65% x \$66 = \$42.90 65% x \$66 = \$42.90</p>
2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the member is in a TDY per diem status (par. 9160-C).	<p>\$98 divided by 2 = \$49</p>
3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	<p>\$49 vs. \$42.90 \$42.90</p>
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay \$85.80/day.	<p>\$42.90 + \$42.90 = \$85.80 \$85.80/day x 5 days = \$429</p>
<p><b>TLA COMPUTATION FOR 6-10 OCTOBER - (VESSEL AT HOME PORT)</b></p>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	<p>100% x \$66 = \$66 100% x \$66 = \$66</p>
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	<p>\$98 vs. \$66 \$66</p>
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$132/day.	<p>\$66 + \$66 = \$132 \$132/day x 5 days= \$660</p>

\*3. Example 3 -- Temporary Lodgings Contain Facilities for Preparing and Consuming Meals

A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals (par. 9185-G). The locality <u>per diem rate</u> is \$150 (\$76/ \$74). The actual lodging expense is \$138/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.	
<b>TLA COMPUTATION</b>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	150% x \$74 = \$111 150% x \$76 = \$114
2. Reduce the Step 1 M&IE by one-half due to cooking facilities.	\$111 x 50% = \$55.50
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$138 vs. \$114 \$114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50/day.	\$55.50 + \$114 = \$169.50 Pay \$169.50 for each day

\*4. Example 4 -- Member Married to Member Couple in the Same Temporary Lodging without Facilities for Preparing and Consuming Meals. (POC Travel)

Member-married-to-member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2.		
Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality <u>per diem rate</u> is \$150 (\$76/ \$74). The actual lodging expense is \$114/night (\$57/night for each member), including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion or valued added VAT taxes if applicable. Itemized lodging receipts are provided as required.		
4/1 – TLA is not payable for 1 April since MALT PLUS per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.		
4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
4/11 – Each member submits a separate lodging expense report of \$570 (\$114÷2/day, including tax = \$57) for shared temporary lodging. The members’ progress in obtaining permanent Qtrs/housing is reviewed for additional TLA period from 4/11 to 4/20 and TLA is extended for another 10-day period by the OCONUS TLA Approving Official IAW par. 9150-C2). The members moved into the same permanent Qtrs on 4/21.		
<b>TLA COMPUTATION</b>		
<i>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.</i>		
Temporary Lodging without facilities for Preparing and Consuming Meals		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	<u>Member 1</u> 65% x \$74 = \$48.10 65% x \$76 = \$49.40	<u>Member 2</u> 65% x \$74 = \$48.10 65% x \$76 = \$49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	\$48.10 x 100% = \$48.10  (2a)	\$48.10 x 100% = \$48.10  (2b)
3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.	\$49.40 vs. \$57.00 \$49.40	\$49.40 vs. \$57.00 \$49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount. Pay each member \$97.50/day.	\$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00	\$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00

\*5. Example 5 -- Member Married to Member Couple with Dependents in Temporary Lodgings with Available Preparation and Cooking Facilities for Each Member, POC Travel

<p>A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day.</p> <p>Preparation and cooking facilities are available for each member in the temporary lodging (par. 9185-G). The locality <u>per diem rate</u> is \$160 (\$86/ \$74). The actual lodging expense is \$85/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.</p>		
<p>4/1 - TLA is not payable for 1 April since MALT PLUS per diem was paid for the official travel arrival date to the new OCONUS PDS location for each member and children IAW par. 9185-A3.</p>		
<p>4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).</p>		
<p>4/11 – Each member submits a separate lodging expense report of \$850 (\$170 per day including lodging tax divided in half, \$85) for shared temporary lodging. They moved into permanent Qtrs on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).</p>		
<p><b>TLA COMPUTATION</b></p>		
<p><i>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.</i></p>		
<p>Preparation and Cooking Facilities are Available for Each Member</p>		
<p>1. Determine the maximum rates (applicable percentage x locality rate).</p> <p>M&amp;IE</p> <p>Lodging</p>	<p><u>Member 1 with one dependent</u></p> <p>100% x \$74 = \$74</p> <p>100% x \$86 = \$86</p>	<p><u>Member 2 with one dependent</u></p> <p>100% x \$74 = \$74</p> <p>100% x \$86 = \$86</p>
<p>2. Member with one dependent, multiply the Step 1 M&amp;IE times 50% since preparation and cooking facilities are available.</p>	<p>\$74 x 50% = \$37</p>	<p>74 x 50% = \$37</p>
<p>3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.</p>	<p>\$85 vs. \$86</p> <p>\$85</p>	<p>\$85 vs. \$86</p> <p>\$85</p>
<p>4. Add the Step 2 M&amp;IE to the selected Step 3 lodging amount.</p> <p>Pay each member \$122 per day.</p>	<p>\$37 + \$85 = \$122</p> <p>\$122 x 10 = \$1,220</p>	<p>\$37 + \$85 = \$122</p> <p>\$122 x 10 = \$1,220</p>

\*6. Example 6 -- Member Married to Member Couple with Dependents with Two Rooms without Preparation and Cooking Facilities for Each Member, POC Travel

<p>A member-married-to-member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2.</p>		
<p>Preparation and cooking facilities are not available in the temporary lodging. The locality <a href="#">per diem rate</a> is \$200 (\$125/ \$75). The actual lodging expense is \$120/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.</p>		
<p>4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days.</p>		
<p>4/11 – Each member submits a separate lodging expense report of \$1,200 (\$120/day including tax) for shared temporary lodging. The members' progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10-day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The members and dependents moved into the same permanent Qtrs on 4/21.</p>		
<p><b>TLA COMPUTATION</b></p>		
<p><i>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.</i></p>		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging Total	<p><u>Member 1 w/2 dependents over 12</u> 135% x \$75 = \$101.25 135% x \$125 = \$168.75 \$101.25 + \$168.75 = \$270</p>	<p><u>Member 2 w/2 dependents under 12</u> 125% x \$75 = \$93.75 125% x \$125 = \$156.25 \$93.75 + \$156.25 = \$250</p>
2a. <u>Member 1 with 2 dependents age 12 or older.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	<p>\$101.25 x 100% = 101.25</p>	
2b. <u>Member 2 with 2 dependents under age 12.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.		<p>\$93.75 x 100% = \$93.75</p>
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	<p>\$168.75 vs. \$120 \$120</p>	<p>\$156.25 vs. \$120 \$120</p>
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	<p>\$101.25 + \$120 = 221.25</p>	<p>\$93.75 + \$120 = \$213.75</p>
5. Pay the lesser of Step 1 and Step 4.	<p>\$221.25</p>	<p>\$213.75</p>
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	<p>\$221.25/day x 10 days = \$2,212.50</p>	<p>\$213.75/day x 10 days = \$2,137.50</p>
7. Total Amount Paid to Each Member	<p>\$2,212.50</p>	<p>\$2,137.50</p>

\*7. Example 7 -- Member with Multiple Dependents and Two Rooms without Preparation and Cooking Facilities, POC Travel

A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day (par. 9185-E, step 2b). TLA status is effective the following date, 4/2.	
Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality <u>per diem rate</u> is \$200 (\$125/ \$75). The actual lodging expense is \$120/night for each room, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are required.	
4/1 - TLA is not payable for 1 April since MALT PLUS per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.	
4/2 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).	
4/11 – The member submits a lodging expense report of \$2,400 (\$120/room per day including tax) for two rooms. The members' progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10-day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The member and dependents moved into the same permanent Qtrs on 4/21.	
<b>TLA COMPUTATION</b>	
<b><i>When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12)</i></b>	
(When computing the correct total percentage for a member and family – spouse, dependent .	
1. Determine the maximum rates (applicable percentage x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%) M&IE Lodging Total	220% x \$75 = \$165 220% x \$125 = \$275 \$165 + \$275= \$440
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	\$165 x 100% = \$165
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$275 vs. \$240 \$240
4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	\$165 + \$240 = \$405
5. Pay the lesser of Step 1 and Step 4.	\$405
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	\$405/day x 10 days = \$4,050
7. Total Amount Paid	\$4,050

\*8. Example 8 -- PCS Reporting Date and Authorized TLA are on the Same Day, Commercial Transportation

A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality <u>per diem rate</u> is \$377 (\$250/ \$127).		
The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The member submits a lodging expense report of \$2,250 (\$225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent Qtrs on Day 11. Actual lodging expenses include lodging tax and any other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.		
<b>TLA COMPUTATION ARE ON THE SAME DAY</b>		
This example is for travel performed by common carrier or transportation-in-kind.		
PCS M&IE paid (par. 5030) =		\$285.75
TLA paid for 10 days of TLA (par. 9185-A3)		\$225 + \$7,413.75 = \$7,638.75
<i>When computing the first day, pay the PCS M&amp;IE based on the OCONUS PDS location and lodging under the TLA program</i>		
<b>DAY 1</b>		
PCS travel day M&IE		
Member	Full Rate	\$127.00
Spouse	\$127 x 75%	\$95.25
Child under 12	\$127 x 50%	+ \$63.50
<b>TOTAL</b>		<b>\$285.75</b>
TLA (lodging only)		
Member, spouse, and dependent (under 12)	\$250 x 125% = \$312.50 (limited to \$225)	\$225.00
<b>DAYS 2 – 10</b>		
Step 1	M&IE (\$127 x 125%) = Lodging (\$250 x 125%) = Total =	\$158.75 + \$312.50 <u>\$471.25</u>
Step 2	Compare the actual lodging cost including tax (\$225) against Step 1 (\$312.50), pay the lesser amount	\$225.00
Step 3	Add M&IE and lodging (\$158.75 + \$225) =	\$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. \$383.75/day x 9 days =	\$3,453.75

\*9. Example 9 -- Lodging with Currency Conversion Fees

A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$268 (\$152/ \$116). The lodging expense is \$145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is \$25. Itemized lodging receipts are provided as required.	
<b>TLA COMPUTATION</b>	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging International Transaction (currency conversion) Fee	100% x \$116= \$116 100% x \$152 = \$152 \$25 ÷ 5 = \$5
2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) (\$145 + \$5 = \$150) to the Step 1 maximum lodging rate. Use the lesser.	\$150 vs. \$152 \$150
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$266/day.	\$116 + \$150 = \$266 \$266/day x 5 days = \$1,330

\*10. Example 10 -- PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel

<b>*EXAMPLE 10</b>		
<b>PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY, LODGING WITH FRIENDS/RELATIVES, COMMERCIAL TRAVEL</b>		
A member and spouse are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date.		
The member and spouse elect to reside with relatives. TLA authorization is limited to the M&IE of the applicable locality <a href="#">per diem rate</a> of \$377 (\$250/\$127) per par. 9150-C1e(8); lodging expense reimbursement is not authorized when staying with friends and relatives.		
The member is advised upon reporting to aggressively seek permanent Qtrs/housing, and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).		
The member requests M&IE of the locality per diem rate for 9 days of TLA, \$1,143. The member and dependent moved into the same permanent Qtrs on Day 11.		
<b>TLA COMPUTATION</b>		
<i>This example is for travel performed by common carrier or transportation-in-kind</i>		
PCS M&IE paid (par. 5030) =		\$222.25
TLA paid for 10 days of TLA (par. 9185-A3)	\$1,143.00 =	\$1,143.00
<i>When computing the first day, pay the PCS M&amp;IE based on the OCONUS PDS location and lodging under the TLA program</i>		
<b>DAY 1</b>		
PCS travel day M&IE		
Member	\$127 (Full Rate)	\$127.00
Spouse	\$127 x 75% =	\$95.25
<b>TOTAL</b>		<b>\$222.25</b>
TLA (lodging only if applicable)		
Member and spouse	No lodging reimbursement. Stayed with friends and relatives	
<b>DAYS 2 – 10</b>		
Step 1	M&IE (\$127 x 100%) = \$127 x 9 days =	\$127.00 \$1,143.00
Step 2	Lodging cost expenses are not authorized. Stayed with friends and relatives.	
Step 3	Add M&IE, no lodging cost =	\$1,143.00

## CHAPTER 10

### HOUSING ALLOWANCES

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  - 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
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  - 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**

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- 10400            MEMBER WITHOUT DEPENDENTS**
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  - C.    Member in Pay Grade E-7 or above not on Sea Duty
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- Table 10E-1    BAH and OHA Member without Dependents, Entitled to Basic Pay

**SECTION E2: MEMBER WITH DEPENDENT**

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- 10402            MEMBER WITH DEPENDENT**
- A.    When Authorized BAH or OHA
  - B.    Location Rate
  - C.    During Leave, Travel Status, Separation, and Other Situations
- Table 10E-2    BAH or OHA, Member with Dependents Entitled to Basic Pay

**Paragraph    Title/Contents****SECTION E3: ACQUIRED DEPENDENTS**

<b>10404</b>	<b>ACQUIRED DEPENDENTS</b>
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	Table 10E-3    Changes when a Member Acquires Dependents

**SECTION E4: THE GOV'T DEFERS DEPENDENT TRAVEL**

<b>10406</b>	<b>THE GOV'T DEFERS DEPENDENT TRAVEL</b>
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	B. Decision Logic Tables
	Table 10E-4    Changes when the Gov't Defers Dependents' Travel to an OCONUS Duty Station
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**SECTION E5: MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR**

<b>10408</b>	<b>MEMBER WITH A DEPENDENT SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR</b>
	A. General Rules
	B. Decision Logic Tables
	Table 10E-6    Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour
	Table 10E-7    Changes when a Member with a Dependent Serves an Unaccompanied/Dependent Restricted Tour and Dependents Visit

**SECTION E6: EARLY RETURN OF DEPENDENTS**

<b>10410</b>	<b>EARLY RETURN OF DEPENDENTS</b>
	A. At Gov't Expense
	B. At Personal Expense
	C. Decision Logic Tables
	Table 10E-8    Changes Incident to Early Return of Dependents

**SECTION E7: DEPENDENT TRAVEL – ADVANCE AND DELAYED**

<b>10412</b>	<b>DEPENDENT TRAVEL - ADVANCE AND DELAYED</b>
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	B. Housing Allowance Based on Dependents' Location or Old PDS
	C. Secretarial Determinations
	D. Rates Applicable
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**SECTION E8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE**

<b>10414</b>	<b>FAMILY SEPARATION HOUSING (FSH) ALLOWANCE</b>
	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 10E-11    Conditions Affecting FSH Authorization

**Paragraph    Title/Contents****SECTION E9: MEMBER IN TRANSIT**

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- 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 10E-12    Member in Transit

**SECTION E10: UNUSUAL MEMBER STATUS**

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- 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**

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- 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 10E-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 10E-14    Changes Incident to an Evacuation from an OCONUS PDS  
Table 10E-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
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  - D.    Member Married to Member
  - E.    Location Rate
  - F.    BAH Rate Protection
  - G.    Decision Logic Tables
- Table 10E-16    Reserve Component Member - Called/Ordered to AD/ADT

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APPENDIX N: MIHA

PART 2: MIHA SECURITY LOCATIONS

MEMBERS ONLY

Locations Currently Designated As of 16 May 2015	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
<b>Argentina</b>	1 Jun 1997
<b>Bahamas</b>	
Nassau	1 May 1996
All Other Locations	16 Jan 2007
<b>Bahrain</b>	1 Aug 2003
<b>Bangladesh</b>	1 Dec 1998
<b>Barbados</b>	16 Jul 2004
<b>Belgium</b>	
Brussels	16 Oct 2010
Florennes	16 Apr 2004
SHAPE	1 May 2000
All Other Locations	16 May 2015
<b>Belize</b>	16 Oct 1994
<b>Bolivia</b>	
Santa Cruz	16 May 2010
All Other Locations	16 May 2015
<b>Bosnia-Herzegovina</b>	16 Jan 2007
<b>Brazil</b>	18 Feb 1993
<b>Bulgaria</b>	16 Jan 2007
<b>Burkina Faso</b>	16 May 2015
<b>Cambodia</b>	
Phnom Penh	16 Oct 1994
All Other Locations in Country	1 Sep 2014
<b>Cameroon</b>	16 May 2010
<b>Chile</b>	1 Sep 2014
<b>Colombia</b>	1 Sep 1990
<b>Costa Rica</b>	
San Jose	1 Aug 2003
All Other Locations	1 Sep 2014
<b>Cote D'Ivoire (Formerly Ivory Coast)</b>	16 Jan 2007
<b>Denmark</b>	
Copenhagen	16 Oct 2010
All Other Locations	16 May 2015

<b>Locations Currently Designated As of 16 May 2015</b>	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
<b>Dominican Republic</b>	
Santo Domingo	18 Feb 1993
All Other Locations	1 Oct 1999
<b>Ecuador</b>	
	1 Dec 1998
<b>Egypt</b>	
	1 Mar 1994
<b>El Salvador</b>	
San Salvador	1 Aug 2003
All Other Locations	1 Sep 2014
<b>Ethiopia</b>	
	16 Jan 2007
<b>Fiji</b>	
	1 Jul 2001
<b>France</b>	
Marseille	16 Oct 2010
Paris	16 Oct 2010
All Other Locations	16 May 2015
<b>Georgia</b>	
	16 May 2015
<b>Germany</b>	
Berlin	16 Oct 2010
Frankfurt	16 Oct 2010
Hamburg	16 Oct 2010
Munich	16 Oct 2010
All Other Locations	16 May 2015
<b>Ghana</b>	
	16 Jan 2007
<b>Greece</b>	
Athens	1 Sep 1990
All Other Locations	16 May 2015
<b>Grenada</b>	
	1 Sep 2014
<b>Guatemala</b>	
	18 Feb 1993
<b>Guyana</b>	
	16 May 2010
<b>Haiti</b>	
Port-au-Prince	1 Apr 1995
All Other Locations	1 Oct 1999
<b>Honduras</b>	
Tegucigalpa	1 Sep 1990
All Other Locations	1 Oct 1999
<b>India</b>	
Chennai	16 May 2010
Hyderabad	16 May 2010
Kolkata	16 May 2010
Mumbai	16 May 2010
New Delhi	16 May 2010

<b>Locations Currently Designated As of 16 May 2015</b>	
<u>Location (Country and/or Country/City)</u>	<u>Date Established</u>
All Other Locations	1 Sep 2014
<b>Indonesia</b>	1 Oct 1999
<b>Iraq</b>	1 Sep 2014
<b>Israel</b>	
Tel Aviv	14 Feb 1991
Jerusalem	1 Sep 1990
All Other Locations	16 Jul 2004
<b>Italy</b>	
Milan	16 Oct 2010
Naples	16 Oct 2010
Rome	16 Oct 2010
All Other Locations	16 May 2015
<b>Jamaica</b>	
Kingston	18 Feb 1993
All Other Locations	1 Oct 1999
<b>Jordan</b>	16 Dec 2001
<b>Kenya</b>	
Nairobi	18 Feb 1993
All Other Locations	16 May 2015
<b>Kosovo</b>	16 May 2010
<b>Kyrgyzstan</b>	16 May 2010
<b>Liberia</b>	16 Oct 2010
<b>Malaysia</b>	16 May 2015
<b>*Mali</b>	*16 Oct 2015
<b>Mexico</b>	
Ciudad Juarez	16 May 2010
Guadalajara	16 Apr 2011
Hermosillo	16 Apr 2011
Matamoros	16 May 2010
Mexico City	16 Oct 1994
Monterrey	16 Apr 2011
Nogales	16 May 2010
Nuevo Laredo	16 May 2010
Tijuana	16 May 2010
All Other Locations	16 May 2015
<b>Morocco</b>	
Casablanca	16 May 1998
All Other Locations	16 May 2015
<b>Nepal</b>	1 Sep 1998
<b>Nicaragua</b>	16 Jan 2007

<b>Locations Currently Designated As of 16 May 2015</b>	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
<b>Nigeria</b>	16 May 2010
<b>Norway</b>	
Oslo	16 Oct 2010
All Other Locations	16 May 2015
<b>Pakistan</b>	1 Sep 1992
<b>Panama</b>	16 May 2010
<b>Papua New Guinea</b>	
Port Moresby	18 Feb 1993
All Other Locations	1 Sept 2014
<b>Paraguay</b>	
Asuncion	1 Sep 1993
All Other Locations	1 Oct 1999
<b>Peru</b>	
Lima	1 Sep 1990
All Other Locations	1 Jun 1997
<b>Philippines</b>	1 Sep 1990
<b>Russia</b>	
Moscow	1 Dec 1998
St Petersburg	1 Dec 1998
Yekaterinburg	1 Dec 1998
All Other Locations	16 May 2015
<b>Saudi Arabia</b>	1 June 2012
<b>Senegal</b>	16 May 2010
<b>Serbia</b>	1 Sep 2014
<b>Sierra Leone</b>	16 May 2010
<b>South Africa</b>	1 Feb 2000
<b>Spain</b>	
Barcelona	16 Oct 2010
Madrid	16 Oct 2010
All Other Locations	16 May 2015
<b>Sri Lanka</b>	16 May 2010
<b>Sudan</b>	16 Jan 2007
<b>Suriname</b>	16 May 2010
<b>Syria</b>	16 May 2010
<b>Tanzania</b>	16 Oct 2010
<b>Timor L'Este (Formerly East Timor)</b>	16 Aug 2000
<b>Togo</b>	1 Jun 2012
<b>Trinidad and Tobago</b>	16 Aug 1998
<b>Tunisia</b>	16 Oct 2010
<b>Turkey</b>	1 Sep 1990

<b>Locations Currently Designated As of 16 May 2015</b>	
<u>Location</u> (Country and/or Country/City)	<u>Date Established</u>
<b>Uganda</b>	1 Jun 2012
<b>Ukraine</b>	
Kiev	1 May 1996
All Other Locations	1 Sep 2014
<b>United Kingdom</b>	
London	16 Oct 2010
All Other Locations	16 May 2015
<b>Uruguay</b>	16 May 1998
<b>Uzbekistan</b>	16 May 2010
<b>Venezuela</b>	6 Jan 2007
<b>Vietnam</b>	
Ho Chi Minh	1 Jul 2000
All Other Locations	16 May 2015
<b>Yemen</b>	16 Apr 1997
<b>Zimbabwe</b>	1 May 1996

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## APPENDIX P: CITY PAIR PROGRAM

### PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY PAIR PROGRAM

#### A. City Pair Program FAQs

##### 1. How does the program work?

- a. **First**, GSA concentrates the Gov't's market share to make the most of the competition available. The Gov't's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.
- b. **Second**, GSA works with Gov't agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

##### 2. What are the city pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one way routes simplifying multiple destination travel.

##### 3. Why can't contractors use it? It would save the Gov't a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the Gov't roughly \$2 billion annually. *GSA advises that the purchase of a contract city pair airfare ticket on behalf of a Gov't contractor is wrong, is a misuse of the city pair program, and could jeopardize its future success.*

##### 4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a Gov't traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.
- b. The return portion of a round trip is not used.

- c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The Gov't and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

### 5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

## B. City Pair Program Policy FAQs

### 1. Who can use it?

The City Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas.

### 2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Gov't traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Gov't traveler (sometimes called "DG" airfares) are not included in this exception. When Gov't/Gov't contracted transportation/CTO (App A1) or in-house services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city pair carrier.***); or
- b. The contract carrier's flight schedule is inconsistent with JTR policies to schedule travel during ordinary working hours (see par. 3030.); or
- c. A U.S. flag non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the Gov't (the combined costs of transportation, lodging, meals, and related expenses considered); or

***\*NOTE 1 to paragraph (c):*** This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S. flag carrier is restricted to a Gov't or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available.

***NOTE 2 to paragraph (c):*** The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. flag airline offers a still lower restricted airfare not matched by the contract carrier.

***NOTE 3 to paragraph (c):*** Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the Gov't's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by Gov't authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.

**EXAMPLES:** Airline X is the city pair contract carrier and Airline Y is another U.S. flag non city pair carrier.

**Example 1:** If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

**Example 2:** If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

**Example 3:** If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. flag Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

- d. Cost effective rail service is available and is consistent with mission requirements; or
- e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

**NOTES:**

***(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.***

***(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.***

*(3) If the Gov't contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.*

**3. What makes the city pair airfare the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

**4. How is Quality of Service Evaluated?**

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuitry (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

**5. Why isn't every award for non-stop service?**

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Gov't business for the route.
- c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

**6. Can't GSA make a carrier add nonstop service?**

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Gov't.

## **7. Can GSA require the airlines to offer smoke free international flights?**

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

### **C. City Pair Air Travel Accommodation FAQs**

#### **1. Do I have to use the contract city pair air carrier if authorized to use ‘other than economy/coach’ airfare (business or first class)?**

Yes. The City Pair Program contracts are mandatory for coach and, within DoD, for ‘other than economy/coach’ service when the contract carrier offers an ‘other than economy/coach’ contract airfare. ‘Other than economy/coach’ service accommodations must be authorized IAW par. 3520.

#### **2. Can I upgrade to business class seating at Gov’t expense to accommodate my disability?**

Maybe. IAW Agencies/Services’ policy, ‘other than economy/coach’ travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler’s condition (e.g., bulkhead, aisle seating, use of two adjoining economy/coach seats, etc.). The condition must be certified by a competent medical authority (i.e., a licensed medical practitioner) and authorized by the ‘other than economy/coach’ AO in advance of travel IAW JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

#### **3. Can the air carrier charge for seating ‘options’ and if so, is the charge reimbursable?**

Some airlines have instituted charges for seats they believe to be ‘options’, i.e., front of the cabin, larger seats, etc. The choice to pay extra for ‘optional’ seats is personal to the traveler and is not a Gov’t requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers’ control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

#### **4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?**

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won’t be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

### **D. City Pair Airline Airfare FAQs**

#### **1. How do I know if there is a contract city pair airfare?**

Contract city pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check the following city pair website <http://www.gsa.gov/portal/category/27228>.

## 2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

## 3. How can I know that my travel was ticketed using the GSA Airline City pair airfare rate?

The ticket shows a three-letter airfare basis code with –CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following airfare basis codes:

- a. **YCA** = Guaranteed GSA economy/coach city pair airfare which is a highly discounted unrestricted airfare. If the Gov't contract city pair carrier offers a lower cost capacity controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

***NOTE 1: Personal frequent flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity controlled airfare, the traveler is financially responsible to the Gov't for the cost difference between the YCA airfare and the lower capacity controlled airfare. CBCA 1511-TRAV, 7 May 2009.***

***NOTE 2: This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.***

- b. **–CA** = Limited capacity, GSA economy/coach city pair airfare which capacity controlled airfare with a deeper discount preferred by the Gov't.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and –CA is that there are a limited number of seats on the less costly –CA Airline City Pair rate which varies carrier by carrier and market by market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and –CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a –CA airfare and make changes, if necessary.

## 4. How early is early to take advantage of the Gov't discount for normal airfare city pair airfares (–CA)?

The city pair airfare program encourages a Gov't traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city pair airfares).

## 5. Why does the Gov't have to pay the Airline Passenger Excise tax? Isn't the Gov't exempt from tax?

The Federal Gov't is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal Gov't must pay.

## 6. How can the cost of a city pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

**7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Gov't rate for my airline reservations?**

The DTS vendors' OBE displays valid GSA contract city pair airfare rates, but they display them differently than the GSA Airline City Pair website.

- a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.
- b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax, plus airport and security fees) depending on which DTS vendor is used.

E. City Pair Travel Allowance FAQs

**1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Gov't business?**

A traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. *If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.*

**2. Can I use a contract city pair airfare for personal travel taken in conjunction with official Gov't travel? What if the Gov't cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?**

The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official Gov't travel, the contract city pair airfares cannot be used for that portion of the trip since that travel is personal. These city pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the Gov't is paying for the leave travel to (and/or from) the leave point.

**Example 1:** A traveler receives a TDY order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. Gov't and traveler limitations are:

- a. Use the two one-way contract city pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Gov't one-way airfare is \$251 and roundtrip is \$502.
- b. Reimbursement for the entire trip is limited to \$502. The contract city pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

**Example 2:** A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Gov't and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. City pair airfares may be used IAW par. 4090-C.

***NOTE:*** CTO use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

**3. What Gov't sponsored leave programs qualify for contract city pair airfares?**

Contract city pair airfare use MAY BE POSSIBLE for official Gov't funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JTR for actual authority when contract city pair airfares may be used.

- a. **Employee:** RAT (see par. 7065 and App I3-E4b), FVT (par. 7070), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.
- b. **Member:** COT (par. 7060), Emergency Leave (par. 7010), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JTR references for authority.

F. **GSA Points of Contact.** GSA - Airfares (City Pair Program) at [www.gsa.gov/citypairs](http://www.gsa.gov/citypairs) or contact GSA by email at [Travel.Programs@gsa.gov](mailto:Travel.Programs@gsa.gov) or phone 1-888-472-5585 for more information on GSA's Airline City Pair Program. ***Only those without Internet access should call.***