

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 MAY 2016**

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

LISA M. TRUESDALE
Acting Deputy Assistant Secretary
of the Navy
(Military Manpower and Personnel)

DAVID A. SCORE
RADM, NOAA
Director, NOAA Corps

JEFFREY R. MAYO
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

SYLVIA TRENT-ADAMS, PHD, RN
RADM, USPHS
Deputy Surgeon General.
Office of the Surgeon General, DCCPR

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 131-14(R) -- Primary Residence Definition. Replaces 'home' with primary residence; aligning the definitions for a reserve component member's primary residence for travel and transportation with the primary residence for BAH purposes. Affects par. 10000-H and App A1.

MAP 132-14(R) -- Travel from Primary Residence or PLEAD. Authorizes travel and transportation allowances at the duty location based upon a reserve component member's primary residence and not the PLEAD. Affects par. 7355.

MAP 104-15(R) -- Members TDY to ILPP Locations with PPV Lodging Directed to Use Gov't Dining Facility/Mess. Adds authority allowing AOs to direct members TDY to an ILPP installation to use available Government dining facility/mess when quarters are available in a facility on that installation that is participating in the Government Lodging Program - Public-Private Venture (PPV) lodging. Affects par. 1265-D.

CAP 109-15(R) -- Add Provision for Additional TQSE Days for Relocation Through PPP. Adds a provision to par. 5778-E giving authority to AOs to authorize/approve TQSE(AE) beyond the initial 60 consecutive days.

MAP/CAP 141-15(E) -- Amended Flat Per Diem Allowance. Indicates the applicable flat rate per diem percentage rate when original TDY order is amended to curtail/increase the assignment duration. Affects par. 4250-A2.

MAP/CAP 147-15(E) -- Flat Rate Per Diem for Multiple TDY Locations. Sets parameters where flat rate per diem would not apply due to a traveler being assigned to one duty location, but the assignment entails multiple TDY sites less than 31 days during the initial assignment. Affects par. 4250.

MAP/CAP 006-16(E) -- House Cleaning Services while TDY. Clarifies that expenses for house cleaning, while TDY in contract lodging, are not a travel expense and must be paid under the contract or as a mission expense. Affects pars. 2830-G and 4160-B1.

MAP/CAP 013-16(E) -- Definition of Household Goods (HHG). Refines definition of HHG to reflect a recreational vehicle and 5th wheel camper are not HHG. Associates horse trailers with farming vehicles vice camping trailers. Redefines boats ICW household goods. Affects App A1.

CAP 016-16(I) -- Dependent Travel and Transportation Allowances Not Payable. Deletes par. 5582-B1 as it was erroneously added in the Ch 5 rewrite. Dependent travel and transportation may be paid if the spouse subsequently is separated/retired before the time limitation expires NTE old to new PDS. Because this was an administrative error, this item is back dated to be effective on 1 Jun 2014.

MAP/CAP 027-16(I) -- Travel at No Expense to the Gov't. Rewrites information in par. 1000-D merging wording for employees and members, where possible and moving information on employee status and leave status to separate subpars. Affects par. 1000-D and App I2, par. A6.

CAP 28-16(E) -- Change JTR to Allow Occasional Meal for Employees. Changes par. 4090-G authorizing civilian employees to receive occasional meals and lodging reimbursement when not available while traveling away from the PDS with a group, requiring travelers to remain together as a group due to mission requirements and the order directs limited or no reimbursement.

MAP/CAP 32-16(I) -- Receipt Requirements. Deletes information, ICW receipt requirements, in par. 2000 that is already addressed in par. 2710. Affects pars. 2000, 2710, 3105-B, 3320-G, 5206-G3, 5212-E, 5322-B2, 5336-B, 5364, 5388-A1, 5388-C, 5416-A, 5518-B2, 5596-B, 5634-B, 5672-A, 5708, 5710-B, 5736, 5742-E2, 5752-E2, and 5846-B.

MAP 038-16(I) -- Eliminate par. 4155 Calculation -- Leave for Contingency Operations or Evacuation Safe Haven. Eliminates the requirement to perform the redundant calculation in par. 4155 when determining amounts reimbursable for lodging as a miscellaneous expense when leave is taken ICW long-term TDY for contingency operations, and leave taken to an evacuation safe haven to visit dependents. The calculation does not affect the amount actually reimbursable. Affects pars. 7050-D and 7055-C.

MAP/CAP 43-16(I) -- Clarify Wording on Servicing Airports. Rewrites and clarifies the wording on using a servicing airport. Affects par. 2155.

MAP/CAP 45-16(I) -- POC Use Cannot be Directed for Local Travel. Adds wording to clarify that POC use cannot be directed for local travel. Affects par. 2800.

MAP/CAP 46-16(I) -- Rental Vehicle Reimbursable Expenses. Deletes unnecessary wording in par. 2830, revises a cross reference, and clarifies that rental vehicle expenses may only be reimbursed to the individual authorized to rent the vehicle. Affects pars. 2830, 3305-C, and 3320-F.

MAP/CAP 47-16(I) -- Correct Wording in Par. 4250-B1. Adds wording to par. 4250-B1 to correctly state when flat rate per diem is not applicable. Affects par. 4250-B1.

CAP 48-16(I) -- Delete Erroneous Footnote on RIT in Eligibility Table. Deletes footnote 1 stating RIT is only allowed when old and new PDS is in CONUS or non-foreign OCONUS location in Eligibility Table 5 since RIT is authorized for PCS to a foreign PDS. Affects par. 5504-G.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 MAY 2016

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

| JTR | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Title Page | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Cover Letter | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
| Record of Changes | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
| Introduction | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 01-15 | 01-15 | 01-15 |
| Table of Contents | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Chapter 1 | | | | | | | | | | |
| TOC | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Part A | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 09-15 | 09-15 | 07-15 |
| Part B | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 09-15 | 09-15 | 08-15 |
| Part C | 05-16 | 03-16 | 03-16 | 02-16 | 11-15 | 11-15 | 11-15 | 10-15 | 07-15 | 07-15 |
| Part D | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 01-15 | 01-15 | 01-15 |
| Part E | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Chapter 2 | | | | | | | | | | |
| TOC | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 08-15 | 08-15 | 08-15 |
| Part A | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 10-15 | 03-15 | 03-15 |
| Part B | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 08-15 | 08-15 | 08-15 |
| Part C | 03-16 | 03-16 | 03-16 | 11-15 | 11-15 | 11-15 | 11-15 | 05-15 | 05-15 | 05-15 |
| Part D | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 11-15 | 07-15 | 07-15 | 07-15 |
| Part F | 02-16 | 02-16 | 02-16 | 02-16 | 11-15 | 11-15 | 11-15 | 09-15 | 09-15 | 08-15 |
| Part G | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Part H1 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 10-15 | 08-15 | 08-15 |
| Part H2 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part I | 02-16 | 02-16 | 02-16 | 02-16 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Part J | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part K | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 02-15 | 02-15 | 02-15 |
| Part L | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-14 | 11-14 | 11-14 |
| Part M | 05-16 | 04-16 | 03-16 | 02-16 | 12-15 | 12-15 | 11-15 | 10-15 | 08-15 | 08-15 |
| Chapter 3 | | | | | | | | | | |
| TOC | 03-16 | 03-16 | 03-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part A1 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part A2 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B | 05-16 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part C | 03-16 | 03-16 | 03-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part D | 05-16 | 03-16 | 03-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part E | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part F | 02-16 | 02-16 | 02-16 | 02-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part G | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 |
| Part H | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part I | 02-16 | 02-16 | 02-16 | 02-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Chapter 4 | | | | | | | | | | |
| TOC | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |

| JTR | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Part A | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 |
| Part B1 | 05-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 11-15 | 06-15 | 06-15 | 06-15 |
| Part B2 | 05-16 | 03-16 | 03-16 | 02-16 | 12-15 | 12-15 | 09-15 | 09-15 | 09-15 | 08-15 |
| Part B3 | 03-16 | 03-16 | 03-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B4 | 05-16 | 01-16 | 01-16 | 01-16 | 01-16 | 12-15 | 11-15 | 10-15 | 08-15 | 08-15 |
| Part B5 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Part B6 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 |
| Part C | 03-16 | 03-16 | 03-16 | 01-16 | 01-16 | 12-15 | 09-15 | 09-15 | 09-15 | 03-15 |
| Part D | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part E1 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part F | 03-16 | 03-16 | 03-16 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 09-15 | 08-15 |
| Part G | 03-16 | 03-16 | 03-16 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 |
| Part H1 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part H2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part I | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part J | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 | 11-14 |
| Part K | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part L | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 |
| Chapter 5 | | | | | | | | | | |
| TOC | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 09-15 | 09-15 | 07-15 |
| Part A1 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 10-14 | 10-14 | 10-14 |
| Part A2a | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part A2b | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 |
| Part A2c | 02-16 | 02-16 | 02-16 | 02-16 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part A3a | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 08-15 | 08-15 | 08-15 |
| Part A3b | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Part A3c | 02-16 | 02-16 | 02-16 | 02-16 | 01-16 | 10-15 | 10-15 | 10-15 | 07-15 | 07-15 |
| Part A3d | 02-16 | 02-16 | 02-16 | 02-16 | 01-16 | 11-15 | 11-15 | 08-15 | 08-15 | 08-15 |
| Part A4 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 |
| Part A5a | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 07-15 | 07-15 | 07-15 |
| Part A5b | 05-16 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 07-15 | 07-15 |
| Part A5c | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part A5d | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 10-15 | 03-15 | 03-15 |
| Part A5e | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A5f | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 12-14 | 12-14 |
| Part A5g | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A5h | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 10-14 |
| Part A5i | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part A5j | 03-16 | 03-16 | 03-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 08-15 |
| Part A6a | 05-16 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part A6b | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 07-15 | 07-15 | 07-15 |
| Part A6c | 05-16 | 03-16 | 03-16 | 01-16 | 01-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part A6d | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part A7 | 05-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part A8 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Part A9 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 07-15 | 07-15 |
| Part A10 | 02-16 | 02-16 | 02-16 | 02-16 | 11-15 | 11-15 | 11-15 | 02-15 | 02-15 | 02-15 |
| Part B1 | 05-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Part B2a | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B2b | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 05-15 |

| JTR | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Part B2c | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Part B3a | 05-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B3b | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B3c | 05-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B4 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 05-15 |
| Part B5a | 05-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 03-15 |
| Part B5b | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B5c | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B5d | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B5e | 05-16 | 02-16 | 02-16 | 02-16 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part B5f | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B5g | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B5h | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Part B6a | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Part B6b | 05-16 | 04-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Part B6c | 05-16 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part B7 | 05-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B8 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 07-15 | 07-15 |
| Part B9a | 05-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B9b | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B9c | 03-16 | 03-16 | 03-16 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 09-15 | 10-14 |
| Part B9d | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B10 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B11a | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 |
| Part B11b | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B11c | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part B11d | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B11e | 05-16 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part B12 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Part B13 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B14a | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B14b | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B14c | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part B15a | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B15b | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B15c | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Chapter 6 | | | | | | | | | | |
| TOC | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-14 | 10-14 |
| Part A1a | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 |
| Part A1b | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part A1c | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 |
| Part A1d | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| 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 |
| Part A2a | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A2b | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part A2c | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 |
| Part A2d | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| 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 |

| JTR | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Part B1 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 07-15 | 07-15 |
| Part B2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3a | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3b | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3c | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3d | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-14 | 10-14 |
| Part B3e | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part B4 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B5 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 |
| Chapter 7 | | | | | | | | | | |
| TOC | 03-16 | 03-16 | 03-16 | 11-15 | 11-15 | 11-15 | 11-15 | 08-15 | 08-15 | 08-15 |
| 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 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 10-14 | 10-14 | 10-14 |
| Part A3 | 03-16 | 03-16 | 03-16 | 02-16 | 12-15 | 12-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part A4 | 03-16 | 03-16 | 03-16 | 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 | 05-16 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 |
| Part A9 | 02-16 | 02-16 | 02-16 | 02-16 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Part A10 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part A11 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| 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 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B3 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 11-15 | 11-15 | 05-15 | 05-15 | 05-15 |
| Part B4 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 01-15 | 01-15 | 01-15 | 01-15 |
| Part C1 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| 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 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part D2 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part D3 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part E | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part F1 | 03-16 | 03-16 | 03-16 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part F2 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part G | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part H1 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Part H2 | 03-16 | 03-16 | 03-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part I | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part J | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part K | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 07-15 | 07-15 | 07-15 |
| Part L1 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| 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 | 02-16 | 02-16 | 02-16 | 02-16 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 |
| Chapter 8 | | | | | | | | | | |
| TOC | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Ch 8 | 03-16 | 03-16 | 03-16 | 11-15 | 11-15 | 11-15 | 11-15 | 12-14 | 12-14 | 12-14 |
| | | | | | | | | | | |
| Chapter 9 | | | | | | | | | | |
| TOC | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 05-15 | 05-15 | 05-15 | 05-15 | 05-15 |

| JTR | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Part A | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part C1 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 11-15 | 11-15 | 10-14 | 10-14 | 10-14 |
| Part C2 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part C3 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part C4 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part C5 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part C6 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 11-15 | 11-15 | 10-14 | 10-14 | 10-14 |
| Part C7 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part D | 02-16 | 02-16 | 02-16 | 02-16 | 01-16 | 10-15 | 10-15 | 10-15 | 08-15 | 08-15 |
| Chapter 10 | | | | | | | | | | |
| TOC | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 09-15 | 09-15 | 12-14 |
| Part A | 05-16 | 03-16 | 03-16 | 02-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 02-15 |
| Part B | 03-16 | 03-16 | 03-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part C | 03-16 | 03-16 | 03-16 | 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 | 02-16 | 02-16 | 02-16 | 02-16 | 10-15 | 10-15 | 10-15 | 10-15 | 12-14 | 12-14 |
| Part E9 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| 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 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 09-15 | 10-14 |
| Appendix A | | | | | | | | | | |
| Part 1 | 05-16 | 03-16 | 03-16 | 02-16 | 12-15 | 12-15 | 10-15 | 10-15 | 09-15 | 08-15 |
| Part 2 | 03-16 | 03-16 | 03-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 07-15 |
| Appendix E | | | | | | | | | | |
| Part 1 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part 2 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 04-15 |
| Part 3 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Appendix F | | | | | | | | | | |
| Part 1 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 10-14 |
| Part 2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Appendix G | | | | | | | | | | |
| App G | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Appendix H | | | | | | | | | | |
| Part 1 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 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 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| 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 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part 3C | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 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 |

| JTR | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 | 10-15 | 09-15 | 08-15 |
|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Part 4C | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 5A | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 5B | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Appendix I | | | | | | | | | | |
| Part 1 | 03-16 | 03-16 | 03-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 2 | 05-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part 3 | 03-16 | 03-16 | 03-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part 4 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Appendix J | | | | | | | | | | |
| 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 |
| Appendix K | | | | | | | | | | |
| TOC | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 10-14 |
| Part 1 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 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 |
| Appendix M | | | | | | | | | | |
| App M | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Appendix N | | | | | | | | | | |
| TOC | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 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 | 02-16 | 02-16 | 02-16 | 02-16 | 11-15 | 11-15 | 11-15 | 06-15 | 06-15 | 06-15 |
| Appendix O | | | | | | | | | | |
| TOC | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| App O | 03-16 | 03-16 | 03-16 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 09-15 | 08-15 |
| Appendix P | | | | | | | | | | |
| Part 1 | 03-16 | 03-16 | 03-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part 2 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 08-15 | 08-15 | 08-15 |
| Appendix Q | | | | | | | | | | |
| Part 1 | 02-16 | 02-16 | 02-16 | 02-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 08-15 |
| 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 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part 4 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 | 01-15 |
| Appendix R | | | | | | | | | | |
| Part 1 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 2 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 02-15 | 02-15 | 02-15 | 02-15 |
| Appendix S | | | | | | | | | | |
| App S | 04-16 | 04-16 | 03-16 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 | 06-15 |
| Appendix T | | | | | | | | | | |
| 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 |
| Appendix U | | | | | | | | | | |
| App U | 03-16 | 03-16 | 03-16 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 11-14 |
| Appendix W | | | | | | | | | | |
| App W | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 08-15 |

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. General. The JTR addresses allowances paid/reimbursed by the Gov't; and does *not* address travel involving no reimbursement by, or 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).

*2. Travel at Gov't Expense not Authorized

*a. A travel authorization permitting travel at the traveler's option, does not authorize travel and transportation allowances or reimbursement of any expenses.

*b. When travel at Gov't expense is not authorized, a traveler may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting.

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.

*G. Leave Policy

*1. **Members Only**. See [DoDI 1327.06, Leave and Liberty Policy and Procedures](#).

*2. **Employees Only**. See [DoDI 1400.25, Vol. 630](#) and Service/DoD Agency supplemental personnel and travel guidance for excused absence and permissive travel policies.

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; 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 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 the same program, therefore, trips under both programs are not authorized. If 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 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.

Effective 1 January 2016

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

Sec. 533 of FY09 NDAA ([P.L. 110-417](#)) as amended by Sec. 531 of FY12 NDAA (P. L. 112-81), Sec. 522 of FY13 NDAA (P. L. 112-239), Sec. 522 of FY15 NDAA (P. L. 113-291) and Sec. 523 of FY16 NDAA (P. L. 114-92) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows members of the Regular Components and members on active Guard and Reserve duty 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 2019. 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 2022.

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), whichever is later.

A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a Gov't lodging program (see App A1 definition). This Gov't lodging program allows DoD to require the use of either Gov't Qtrs, Public-Private Venture (PPV) lodging or commercial lodging (DoD Preferred), for both DoD 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 are listed on the DTMO website at [ILP Approved Vendor List](#).
2. Travelers must book their preferred commercial lodging through DTS or their contracted CTO.
- *3. **Uniformed Members**. Members TDY to a U.S. Installation at one of the selected ILPP sites in par. 1265-J may be directed to use Gov't dining facility/mess when:
 - *a. Quarters are available in a facility on that installation that is participating in the Gov't Lodging Program; and
 - *b. Gov't dining facility/mess are available on the installation.
- *4. **Uniformed Members**. On days when one or more meals are available and directed IAW par. 1265-D3, the member will be paid per diem in the same manner as it is paid in pars. 4200-A, 4200-B, and 4200-C. A Gov't dining facility/mess is not available on travel days or when the AO determines:
 - *a. The use of the Gov't dining facility/mess adversely affects mission performance;
 - *b. There is excessive distance between the Gov't dining facility/mess and places of duty; and/or lodging'; and use of Gov't dining facility/mess would cause additional local transportation expenses;
 - *c. Duty hours and Gov't dining facility/mess operating hours are not compatible.
- *5. **Uniformed Members**. If the member is directed to use Gov't dining facility/mess, but does not use available lodging on the installation, GMR/PMR still applies.

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;

Part C: Miscellaneous Regulations, Programs, and Allowances

- 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 Gov't lodging program 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 Gov't lodging program 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.

BLANK PAGE

CHAPTER 2

OFFICIAL TRAVEL

Paragraph Title/Contents

PART A: GENERAL

- 2000** **OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**
 A. General
 B. Circumstances
 C. Traveler’s Financial Responsibility
- 2005** **LODGING PROGRAMS**
 A. General
 B. Not Considered Gov’t Qtrs
 C. Gov’t Contract Lodging **(Members Only)**
- 2010** **TRAVEL OFFICIAL RESPONSIBILITIES**
- 2015** **PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES**
 A. General
 B. No-Fee Passport
 C. Time Limitations
- 2020** **TRAVEL JUSTIFICATION**
 A. Directed Travel
 B. Traveler Expenses
 C. Limited Travel Funds
- 2025** **STANDARD CONUS PER DIEM RATE**
 A. Definition
 B. CONUS PCS
 C. Standard CONUS Per Diem Rate
- 2030** **MEAL TICKETS**
 A. Issuance
 B. Procedures
 C. Value

PART B: TRAVEL POLICY

- 2100** **GENERAL**
- 2105** **ECONOMY CLASS ACCOMMODATIONS**
- 2110** **OTHER THAN ECONOMY/COACH ACCOMMODATIONS (FIRST AND BUSINESS)**
 A. Definition
 B. Authority
 C. First Class Decision Support Tool
 D. Business-Class Decision Support Tool
 E. Travel Order
 F. Advance Authorization
 G. Extenuating/Emergency Circumstances
 H. Other than Economy/Coach Accommodations Not Approved

| <u>Paragraph</u> | <u>Title/Contents</u> |
|-------------------------|---|
| | I. Authorizing/Approving Official |
| | J. Medical and Special Needs |
| | K. 'Other than Economy/coach' Accommodations Not Authorized |
| 2115 | UNUSUAL ROUTE JUSTIFICATION |
| 2120 | PERSONAL CONVENIENCE TRAVEL |
| 2125 | TRAVELER FINANCIAL RESPONSIBILITY |
| 2130 | LEAVE |
| 2135 | SUB-STANDARD ACCOMMODATIONS |
| 2140 | U.S. FLAG TRANSPORTATION REIMBURSEMENT RESTRICTION |
| 2145 | DEPENDENT TRANSPORTATION SEATING |
| 2150 | SERVICE/DOD AGENCY RESPONSIBILITY |
| 2155 | AIRPORT SELECTION |
| | A. Multiple Airports |
| | B. Servicing Airport |
| 2160 | TDY CANCELED OR CHANGED |
| 2165 | TDY TRAVEL INVOLVING NON PDS LOCATION |
| | A. General |
| | B. Limitations |
| | C. Travel Order Received while on Leave |
| 2170 | WHEN PER DIEM IS AUTHORIZED |

PART C: TRAVEL ORDER

| | |
|-------------|--|
| 2200 | GENERAL |
| | A. Travel Order |
| | B. Official Travel Conditions |
| | C. Issuance Prior to Travel |
| | D. Unauthorized Reimbursement |
| | E. Travel Order Necessity |
| 2205 | RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL |
| | A. Modifications |
| | B. Allowances |
| | C. Approval after the Fact |
| | D. Deductible Meals |
| 2210 | TRAVEL AND REIMBURSEMENT ORDER |
| | A. Written Order |
| | B. Oral Order |
| | C. Order Not Originated by Competent Authority |

| <u>Paragraph</u> | <u>Title/Contents</u> |
|-------------------------|--|
| 2215 | ITINERARY VARIATION A. Variation Authorized in the Order B. Variation <i>Not</i> Authorized in the Order |
| 2220 | AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER A. Effective Date of Order B. Retroactive Modification |
| 2225 | BLANKET/REPEAT TDY ORDER A. Travel Order Expiration B. Written Requirements C. Other than Economy/Coach Accommodations Not Authorized D. AEA |
| 2230 | TIME LIMITATIONS (EXCEPT TDY FOR TRAINING) A. General B. 180-Day Time Limitation C. TDY in Excess of 180 Consecutive Days D. TCS Instead of Extended TDY (Employees Only) E. Reimbursable TCS/TDY Allowances Taxation (Employees Only) F. TDY Assignment <i>Initially</i> Expected to Last Less than 1 Year (Employees Only) |
| 2235 | PCS TIME LIMITATIONS |
| 2240 | TDY TIME LIMITATIONS FOR INSTRUCTION COURSES A. TDY for Training Less Than 140 Days (20 Weeks) B. TDY vs. PCS Status for Training Courses of 20 or More Weeks C. TDY vs. PCS Status for Training Courses of more than 180 Days |

PART D: TRAVEL STATUS

| | |
|-------------|---|
| 2250 | GENERAL A. Authorized Allowances B. Conditions C. Starting and Ending Travel D. Exclusion |
| 2255 | TRAVEL STATUS START AND END A. Aircrew Member or Courier B. Other than an Aircrew Member or Courier C. Member Assigned to a Two Crew Nuclear Submarine (SSBN) |

PART E: TRAVEL ADVANCE

| | |
|-------------|---|
| 2300 | AUTHORITY A. Authorization B. Regulations |
| 2305 | TRAVELER AND SERVICE/DOD AGENCY RESPONSIBILITY A. Traveler Responsibility B. Service/DoD Agency Responsibility |

Paragraph Title/Contents

- 2310 AUTHORIZED TRAVEL ADVANCES**
A. General
B. Advance Payment Information

PART F: ARRANGING OFFICIAL TRAVEL

- 2400 CTO USE**
A. Policy
B. Command Responsibility
C. DoD Service/DoD Agency Regulations
D. Failure to Follow Regulations
- 2405 TRAVEL ARRANGEMENT REQUIREMENTS**
A. Making Travel Arrangements
B. Authority
- 2410 NON-U.S. FLAG AIRCRAFT OR SHIP TRANSPORTATION**
- 2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED**
A. Transportation Reimbursement
B. Transaction Fee Reimbursement
- 2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE**
A. General
B. Non-Availability Limitations
C. Transaction Fee Reimbursement

PART G: GOV'T TRAVEL CHARGE CARD (GTCC) USE

- 2500 DoD POLICY**
A. General
B. Program Policies and Procedures
- 2505 CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA)
NOTIFICATION STATEMENTS**
- 2510 GTCC PURPOSE AND INFORMATION**
- 2515 GTCC USE AND RESTRICTIONS**
A. General
B. Restrictions
C. Exceptions

Paragraph Title/Contents**PART H: GOV'T QTRS USE/AVAILABILITY**

Section H1: **Members Only**

- 2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY**
- 2555 GOV'T QTRS USE**
A. Directed Use
B. Member Assigned to a Contingency Operation for More Than 180 Days at One Location
- 2560 GOV'T QTRS AVAILABLE**
A. Checking Gov't Qtrs Availability
B. AO Directs Gov't Qtrs
C. Availability/Non-availability Documentation
D. Member Uses Other Lodgings as a Personal Choice
E. Per Diem Limitation Not Allowed
- 2565 GOV'T QTRS NOT AVAILABLE**
- 2570 TRAVEL ORDER/VOUCHER**
A. Documentation
B. Authorization/Approval
C. Paper Non-Availability Statement Not Required

Section H2: **Employees Only**

- 2575 GENERAL**
- 2580 CONSERVING FUNDS**
- 2585 LODGING REIMBURSEMENT**

PART I: MILEAGE AND MALT RATES

- 2600 TDY & LOCAL TRAVEL**
A. TDY Mileage Rate Chart
B. Non-Motorized Transportation Mode
C. Helicopter and Privately-owned Boat
D. POC Use Instead of GOV
- 2605 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**
A. General
B. MALT Rate
- 2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES**
A. Kilometer Conversion
B. Nautical Mile Conversion
- 2615 SELF-PROPELLED MOBILE HOME**

Paragraph Title/Contents**PART J: OFFICIAL DISTANCE DETERMINATION**

- 2650 OFFICIAL DISTANCE DETERMINATION**
- A. POC
 - B. Privately Owned Airplane
 - C. Official Distance Use
 - D. Personally Procured Moves
 - E. Missing Location

PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

- 2700 TRAVEL VOUCHER SUBMISSION**
- 2705 FRAUDULENT CLAIMS**
- A. Payment Requirements
 - B. Suspicious Expenses
 - C. Gov't Reimbursement
- 2710 RECEIPT REQUIREMENTS**
- A. General
 - B. Lost Receipt
 - C. Review and Administrative Approval
 - D. Long Term TDY Flat Rate Per Diem
 - E. Non-DoD Services (Members Only)
- 2715 LOST/STOLEN/UNUSED TICKET**
- A. General
 - B. Turning in Unused Tickets
- 2720 LOST/STOLEN/UNUSED GTR**
- A. General
 - B. Personal Use of GTR Prohibited
- 2725 TRAVELER WITHOUT SUFFICIENT FUNDS**
- A. General
 - B. Transportation
 - C. Financial Responsibility

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

- 2800 GENERAL**
- A. Authority
 - B. Local Area
 - C. Control and Delegation
 - D. Reimbursable Expenses
 - E. Mass Transit Subsidy Voucher
 - F. Travel to and from Medical Facilities **(Members Only)**
- 2805 PDS AREA TRAVEL**
- A. General
 - B. Commercial Transportation
 - C. POC Travel
 - D. Both Commercial Transportation and POC Travel

| <u>Paragraph</u> | <u>Title/Contents</u> |
|---|--|
| | E. Examples |
| | F. Transportation Expense Reimbursement Tax (Employees Only) |
| 2810 | TRAVEL AT THE TDY LOCATION |
| | A. Travel Points |
| | B. Meals and/or Lodging Unavailable at Duty Site |
| | C. Commercial Travel |
| | D. POC Travel |
| 2815 | TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS |
| | A. General |
| | B. Authorization/Approval Authority |
| | C. Finance Regulations Requirements |
| | D. POC Mileage |
| 2820 | VOUCHERS AND SUPPORTING DOCUMENTS |
| PART M: MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE) | |
| 2830 | MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE) |

BLANK PAGE

CHAPTER 2: OFFICIAL TRAVEL

PART A: GENERAL

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

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. 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.

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:

| <u>Effective 1 October 2015</u> | | |
|--|------------------------|---------------------|
| <u>LODGING</u> | <u>M&IE</u> | <u>TOTAL</u> |
| \$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.

| <u>Effective 1 October 2015</u> | |
|--|--------------------|
| <u>Meal</u> | <u>Rate</u> |
| 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.

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 is not required to use an airport that is not the servicing airport of the origin or destination, even if the more distant airport provides less costly airfare unless the command/installation office has a written policy for using the more distant airport because it is more cost effective when considering airfares and transportation to and from the airport.

2. Potential lost work time may be considered.

*3. **Example:** The servicing airport for 29 Palms, CA, is Palm Springs International Airport and a traveler may not be directed to use Los Angeles International Airport without a written policy. The servicing airport for Camp Lejeune, NC, is Jacksonville's Ellis Airport and a traveler may not be directed to use Raleigh-Durham International Airport without a written policy. This prohibition applies 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 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 receipts for:

*a. All lodging expenses, regardless of the amount (except when authorized a long term TDY flat rate per diem, see par. 4250-B6 and subpar. D below), and

*b. Individual expenses 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.

*D. Long Term TDY Flat Rate Per Diem. A lodging receipt is not required when the traveler 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 the Service/DoD Agency.

*E. Non-DoD Services (Members Only). Each non-DoD Service must establish its own criteria for records/receipts maintenance by its members.

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.
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.

BLANK PAGE

CHAPTER 2: OFFICIAL TRAVEL

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

2800 GENERAL

A. Authority

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

*2. *POC travel may not be directed*; but is permitted:

*a. In the Gov't's interest, or

*b. For the traveler's convenience.

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;

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

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:

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

- 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 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.

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

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.
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:
- 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.
 - An employee travels:
 - Daily to a temporary/alternate work location within the general commuting area, and
 - 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):
- Applies only to extended TDY assignments, and
 - May not be applied to local travel.
5. Examples
- 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

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

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

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

2. Dependent on public transportation for travel, and
3. Traveling during hours of infrequently scheduled public transportation or darkness.

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). Authorization/approval is not required for the first checked bag.
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. Fees for the first checked bag are reimbursed. Any additional cost for excess weight or size must be authorized/approved.
2. Reimbursement may be authorized/approved for travel and transportation related baggage handling expenses.
3. Expenses for baggage that accompanies a traveler, without cost on a transportation ticket (e.g., a baggage transfer fee) may be authorized/approved.
4. Baggage related charges may be reimbursed when the Service/DoD Component determines the expenses are necessary and in the Gov't's interest.
5. 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).

Change or Cancellation Fees. A change or cancellation fee/penalty for commercial transportation may be authorized or approved by the AO when the change/cancellation is not for personal convenience, the circumstances are beyond the traveler's control and payment is not prohibited elsewhere in the JTR.

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.

Conference Registration Fee

1. Conference 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.
3. Registration fees for training courses are considered mission expenses vice travel expenses.

***Contracted TDY Lodging Expenses.** Additional lodging costs, such as cleaning expenses (e.g., maid services, housekeepers, etc.) that are not included in the lodging contract are mission related expenses and not a separately reimbursable expense.

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.

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

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 Component 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-B8 and 4250-D.

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 used for whatever purpose).
 - b. Medical supplies or equipment;
 - c. Tools;
 - d. Film;
 - e. Office or professional supplies and equipment;
 - f. Books;
 - g. Use of clerical assistance (e.g., typists, data processors, stenographers);
 - h. Technology equipment (e.g., computers, printers, faxing machines, and scanners);
 - *i. Registration fees for training courses;
 - *j. Cleaning expenses for contracted TDY lodging (see par. 2830-G); and
 - *k. 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.
- 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).

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

1. Personal expenses **are not reimbursable as travel expenses**.
2. Personal expenses include, but are not limited to:
 - a. Any products or services purchased or used for personal hygiene (e.g., barbers, hairdressers, toothpaste, razors, blow dryers, manicurists, masseurs or other similar items or services);
 - b. Parking or traffic ticket fines;
 - c. Gifts for child care, pet care, or hotel concierge;
 - d. Gym or workout fees; or
 - e. Similar items that would normally be purchased for personal use at the PDS.

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. Registration fee reimbursement is not authorized/approved when the fee is for training. See Conference Registration Fee.

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. Only the individual authorized to rent the special conveyance/rental vehicle may be reimbursed for authorized expenses associated with the conveyance/vehicle (e.g., gas).

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 to the individual authorized to rent the special conveyance/rental vehicle:

- 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. Prepaid refueling costs are not authorized. The AO may approve vendor refueling charges only if it is not possible for the traveler to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station.;
- d. Aircraft landing and tie down fees;
- e. Transportation to and from the rental facility, public transit systems, and taxi fares;
- f. Parking; ferry fares; bridge, road and tunnel tolls;
- g. Traveler access fee;
- h. Garage, hangar, or boathouse rental;
- i. Operator's subsistence;
- j. Optional extra collision hull insurance for rental aircraft;
- k. Mandatory rental car insurance coverage required in foreign countries;
- l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.
- m. GPS rental, when the AO determines it is necessary for official use.
- n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official travel.

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

- (1) By the rental company in a foreign area/country to provide full coverage insurance,
- (2) For certain classified special operations. [B-204486, 19 January 1982](#)

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

q. Rented Motor Vehicle Damage

(1) DoD Travelers

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

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

(c) Reimbursement is a transportation expense.

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

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

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

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

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

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

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

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

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

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

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

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

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.

BLANK PAGE

CHAPTER 3: TRANSPORTATION

PART B: BAGGAGE

3100 ACCOMPANIED BAGGAGE

A. General

1. This par. prescribes transportation authority for:
 - a. Accompanied baggage transported free on a transportation ticket, and
 - b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
2. Charges (if imposed by the carrier) for the first checked bag are a reimbursable miscellaneous expense. Charges for a second or subsequent bag may be authorized/approved, by the AO, when necessary and in the Government's interest.
3. See App A1 for definitions of baggage and baggage, accompanied.
4. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
5. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed, and/or waived service charges for accompanied baggage. [Baggage allowance policy links](#) for airlines are part of GSA's City Pair Program (CPP).
6. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.
7. See par. 1300-D for lost, delayed, or damaged accompanied baggage claims.
8. See App G for reimbursement of charges for baggage transferring, storing, checking, and handling.

B. Stopping Accompanied Baggage while the Baggage Is in Transit

1. Accompanied baggage that has been checked on a ticket beyond the point at which the traveler prematurely leaves the carrier should be stopped.
2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the TO who issued the ticket at the time of transmitting the unused ticket for redemption.
3. *Failure to observe this rule results in any excess cost to the Gov't being the traveler's financial responsibility.*

C. Accompanied Baggage Return as Part of a Troop Movement **(Members Only)**. When a member's accompanied baggage is integrated into baggage transported as part of a troop movement but the member is later removed from the movement order, expedited transportation may be used to return/forward that member's accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

3105 EXCESS ACCOMPANIED BAGGAGE

A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and
2. Includes the first piece of accompanied baggage, *if there is a charge for the first piece*.

*B. Traveler Responsibility. The traveler should be financially prepared to pay for excess accompanied baggage (pars. 1015-C2h, 2000-C and 2125).

C. Authorization/Approval. An AO may authorize/approve reimbursement for excess accompanied baggage.

D. Expense Reimbursement (See App G)

1. Reimbursement Allowed. Examples of situations in which excess accompanied baggage may be necessary (ICW official travel) are:

- a. Family size; and/or
- b. A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); and/or
- c. Professional article(s)/material/equipment for use by an individual required for official duties are not available at the TDY/Contingency Operation Site/next PDS location as determined by the Service's Secretarial process determination. *An individual traveler may be reimbursed only for carrying articles/material/equipment needed by that traveler.*

2. Reimbursement Not Allowed. *Excess accompanied baggage reimbursement is not for:*

- a. Pets; and/or
- b. Costs incurred ICW official travel when a traveler purchases an airline ticket to accommodate circuitous travel due to personal convenience travel, and/or
- c. Professional article(s)/material that are/is available or are/is not necessary at the TDY/next PDS location per the Service's Secretarial Process determination, and/or
- d. The traveler's preference, personal convenience or if contrary to the Gov't's interest.

E. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:

1. Included in Gov't procured transportation documents, and/or
2. Reimbursed to the traveler, and/or
3. Paid for with a MCO.

3110 UNACCOMPANIED BAGGAGE (UB)

UB is also commonly referred to as “Hold Baggage” by some Services/Agencies.

A. General

1. Definition. See App A1, definition of baggage.
2. HHG Weight Allowance. UB weight is part of the traveler’s authorized HHG weight allowance.
3. Weight Limitation. The maximum weight of UB transported by any mode, at Gov’t expense is 2,000 lbs. (net).
4. Weight Limit Example: Traveler’s HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The traveler opts to transport 800 lbs. of UB by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,700 lbs. (net) of HHG of the administrative weight limit (including up to 200 lbs. (net) of additional UB that may be transported by an expedited mode) may be transported to the OCONUS PDS.
5. Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the traveler’s financial responsibility.

B. Expedited UB Shipments

1. Authorized Transportation. UB transportation is authorized by an expedited transportation mode when necessary to enable the traveler to carry out assigned duties and/or to prevent undue hardship to the traveler/dependent.
2. Weight Limit. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net) may be transported. Total UB NTE 2,000 lbs. (net), including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at Gov’t expense if authorized IAW Service regulations.

BLANK PAGE

CHAPTER 3: TRANSPORTATION**PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC CONVEYANCE****3300 GENERAL**

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.
- D. Prudent Traveler Responsibility
1. The traveler and command must adhere to the prudent traveler rules for Gov't funded official travel. See par. 2000 and [CBCA 2852-TRAV, 28 August 2012](#).
 2. Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible.
 3. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

3305 REIMBURSABLE EXPENSES

- A. Allowable Reimbursement. A traveler may be reimbursed for transportation related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. 3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.
- B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.
- *C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See par. 2830 and App G.

3310 TAXICAB/LIMOUSINE SERVICE USE

- A. To/from Transportation Terminal
1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares, to include reasonable and customary tips and mandatory service charges (including mandatory tips) added to the cost of transportation between:
 - a. Place of residence/family residence (see par. 4430)/lodging/place of duty at the PDS/TDY station and transportation terminals;
 - b. Transportation terminals if a free transfer is not provided;
 - c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and

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

d. A transportation terminal and limousine service terminal.

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

B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi cab/limousine fares and reasonable and customary tips and mandatory service charges (including mandatory tips) added to the cost of transportation from the:

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

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

3315 BUS, STREETCAR, AND SUBWAY USE

A. To/from/between Transportation Terminals

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

a. Between places of residence, lodging, or duty at the PDS/TDY station and the transportation terminal;

b. Between transportation terminals to change conveyance when free/timely transfer is not provided; or

c. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the traveler's control.

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

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

3320 SPECIAL CONVEYANCE USE

A. Authorization/Approval. An AO may:

1. Authorize/approve special conveyance (e.g., rental car) use when the use is to the Gov't's advantage.

2. Not authorize/approve special conveyance use for a traveler's personal preference or minor inconvenience.

B. To/from Carrier Terminals. The traveler may be authorized/approved special conveyance use:

1. For travel to and from local carrier terminals when determined to be more advantageous to the Gov't; and

2. To/from/between carrier terminals, other than local terminals, by the AO when neither public nor Gov't transportation between the terminals meets the ordered travel requirements, and when determined to be more advantageous to the Gov't.

C. Between Duty Stations

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

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

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

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

F. Reimbursement

*1. General. See par. 2830 and App G for special conveyance reimbursement (including aircraft).

*2. Limitations

*a. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. 2600 plus constructed per diem for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

*b. Only the individual authorized to rent the special conveyance may be reimbursed for authorized expenses associated with the conveyance (e.g., gas).

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

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

1. A special conveyance:
 - a. May be used for PCS travel when other transportation modes are not to the Gov't's advantage,
 - b. Must be authorized in a PCS travel order,

- c. May not be authorized for an employee's preference or inconvenience resulting from common carrier scheduling, and
 - d. Are not authorized at the PDS to travel to/from work, or for personal convenience.
2. Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY.
 3. An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

3330 SELECTING A RENTAL VEHICLE

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

B. CTO Use

1. It is *mandatory policy that a traveler uses an available* CTO, via DTS, to obtain a rental vehicle.
2. If DTS is unavailable, the traveler may contact the CTO directly.
3. It is *not mandatory* to use a CTO when renting an airplane or bus ([CBCA 2956-TRAV, 31 January 2013](#)).
4. When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements ([CBCA 2956-TRAV, 31 January 2013](#)).

C. Rental Service Cost

1. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles.
2. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the standard for TDY travel) does not meet the requirement due to the following:
 - a. Medical disability or other special need. See requirements in par. 3625-D2,
 - b. Mission requirements,
 - c. Cost is equal or less for a non-compact car,
 - d. Multiple travelers authorized to travel in the same rental car require additional room,
 - e. Gov't material for official business requires more room, or
 - f. Safety reasons (severe weather or required to travel on rough or difficult terrain).

D. DTMO Rental Car Agreement

1. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its Gov't rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't.
2. To view DTMO approved rental car companies and rates see [rental cars](#), or [rental trucks](#).
3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official Gov't travel.

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

4. A vehicle offered by a participating vendor, but not listed under the agreement, is not covered under the agreement. The specific vehicle does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official Gov't travel unless a similar vehicle is not otherwise available.

5. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official Gov't travel.

6. **Example:** Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the Gov't traveler on official Gov't business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has an SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

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

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

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

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

1. Mail:

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

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

3. The [DTMO website](#).

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

1. Prepaid refueling costs are not authorized. The AO may authorize/approve vendor refueling charges only if it is not possible for the traveler to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station, and

2. Fees associated with rental car loyalty points or the transfer of points.

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

BLANK PAGE

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.

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. 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

*7. Limited reimbursement refers to reimbursement for occasional meals and lodging.

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 6th 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:

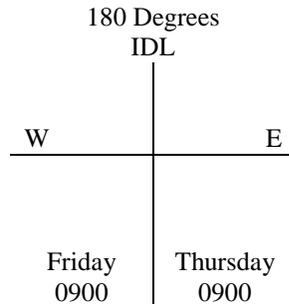
1. An employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), *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 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL, it is Friday west of the IDL.

B. Computing Per Diem when Crossing the IDL



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

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

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

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

| <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&IE for one 8/25 date.</p> <p>A Gov’t dining facility/mess is not available at the TDY point. AEA is not authorized.</p> | | | |
|--|-------------------------------------|---------------|-------------------|
| ITINERARY | | | |
| Date | Depart | Arrive | At |
| 18 Aug Wednesday | PDS/Residence | | |
| 19 to 24 Aug (Thursday-Tuesday) | | | TDY Station |
| 25 Aug Wednesday | TDY Station | | |
| 25 Aug Wednesday | | PDS/Residence | |
| REIMBURSEMENT (Actual and Constructed Cost Comparison) | | | |
| 18 Aug Wednesday | 75 % x \$72 = | | \$54.00 |
| 19 to 24 Aug (Thursday-Tuesday) | \$140 + \$72 = \$212/day x 6 days = | | \$1,272.00 |
| 25 Aug Wednesday | 75 % x \$72 = | | \$54.00 |
| Total | | | \$1,380.00 |

4110 SHIP TRAVEL

A. Per Diem. Per diem:

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

B. Gov’t Ship

1. Per diem is not authorized for TDY aboard a Gov’t ship when Qtrs are provided without charge and meals are provided with/without charge.
2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.
4. TDY training duty is unbroken when a member transfers between Gov’t ships at the same place and the transfer is made within a 10-hour period **(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 6th 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>General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management (MA) ATTN: Jill Denning 1800 F. Street NW Second Floor Washington, DC 20405-0001 jill.denning@gsa.gov</p> | <p>Defense Travel Management Office ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 FAX: (571) 372-1301</p> | <p>Department of State Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103 (202)261-8700</p> |

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

4130 TDY LODGING

A. General

1. The lodging component of per diem establishes the maximum per diem amount the Gov't will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.
2. The amount allowed for lodging is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less.
3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.
4. DoD travelers are required to make commercial lodging arrangements through DTS using the DTS Reservations Module when available. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.
5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements, personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process, or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler must contact a CTO to find adequate lodging within the parameters of par. 4250.
6. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.
7. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.
8. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. 4130-F for multiple occupancy.

B. Lodging Plus Computation

1. Requirements

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

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

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

C. Receipts

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

D. Lodging Tax

1. General

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

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

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

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

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

E. Gov't Qtrs

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

F. Single and Multiple Room Occupancy

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

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

G. Lodging with a Friend or Relative

1. **Members Only**
 - a. Lodging reimbursement **is not authorized** for a member who lodges with a friend/relative at the friend's/relative's residence.
 - b. A member, who lodges at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible.
 - c. A member cannot be directed to lodge with a friend/relative.
 - d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances.

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

f. **Example:** A member (outpatient) and an employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the employee may be eligible for reimbursement of some lodging costs. See, par. 4130-G.

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

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

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

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

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

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

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

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

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

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

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

(3) An employee assigned at Avon Park Air Force Range (AFR), Florida, lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The employee had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The employee began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBGA ruled that the employee should be authorized travel expenses both to and from the TDY location and M&IE even though the employee lodged at the family residence in the TDY area. GSBGA also indicated that for the first and last TDY days, 22 and 25 February (unless the

employee was authorized to return on the 26th) the employee is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. [GSBCA 16652-TRAV, 26 August 2005.](#)

H. Multiple Lessees Involving Leased/Rented Lodging

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

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

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

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

L. Online Booking Tool

1. General. A traveler should:
 - a. Follow Service/DoD Component procedures for making lodging reservations, and
 - b. Reserve a room directly with the hotel/chain, if authorized by the Service/DoD Component. This includes using the hotel's online website.

2. Limitations. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):

- a. Daily hotel room costs;
- b. Daily hotel taxes; and
- c. Daily miscellaneous fees, if applicable.

M. Advance Lodging Deposit. A traveler:

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

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

4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

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

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

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

4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;
2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the Gov't Qtrs would be available upon return);
3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;

4. Must be approved after the fact (or may be authorized in advance ICW par. 4145-B3 analysis) by:
 - a. An amended order, or
 - b. The AO on the travel voucher.
5. Is limited to a maximum of 7 consecutive days.
6. Extensions (more than 7 consecutive days) must be approved (after travel) (or may be authorized in advance if par. 4145-B3 applies) by the Secretarial Process. See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.

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

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

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

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

C. Lodging Cost

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

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

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

F. Long-term Dual Lodging Not Allowed

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

G. Computation Examples

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

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

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

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

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

4150 LODGING OBTAINED AFTER MIDNIGHT

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

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

4155 LONG TERM TDY LODGING

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

B. Computation

1. When a traveler rents/leases lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).
2. This computation presumes that the traveler acts prudently in renting by the week or month, and that the Gov't cost does not exceed the cost of renting conventional lodging at a daily rate.
3. This does not apply when a residence is purchased. See par. 4165.

C. Computation Example

| Leave Taken While TDY with Long Term Lodging (Non-Flat Rate Per Diem) |
|---|
| 1. A traveler is TDY at a location at which the per diem is \$136 (\$80/ \$56). |
| 2. Lodging (apartment & utilities) is obtained on a long term basis for \$900/month. |
| 3. The daily lodging cost per month is \$30 (\$900/30 days). |
| 4. In June the traveler took leave for 10 days and is authorized per diem for only 20 days. |
| 5. The daily lodging rate during June is \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$80/day locality lodging ceiling, the traveler is reimbursed \$45/day for 20 days of lodging in June. |

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

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

F. Long Term TDY Flat Rate Per Diem. See par. 4250 for lodging retained at a TDY location while authorized a flat rate per diem for long-term TDY.

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

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

B. Expenses

*1. General Maintenance. Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. These expenses include (but are not limited to) the fees listed below. These expenses do not apply to contracted TDY lodging (see par. 2830-G).

- a. Utility use and connection/disconnection (e.g., electricity, natural gas, water, fuel oil, sewer);
- b. Dumping;
- c. Showers;
- d. Cleaning/maids;
- e. Cable TV;
- f. Automobile head bolt heaters plug in (if ordinarily included in the price of a hotel/motel room in the area concerned); and

g. Monthly telephone use. Monthly telephone use *does not include*:

- (1) Installation charges;
- (2) Unofficial long distance calls; and/or
- (3) Personally owned mobile phone monthly fees when used in lieu of an installed phone. See App G for official communications.

2. Lodging Expenses. Allowable lodging expenses include:

- a. Apartment, house, or recreational vehicle rent;
- b. Parking space for the recreational vehicle rent;
- c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and
- d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. [B-254626, 17 February 1994.](#)

3. Furniture Expenses

a. Rental

(1) General. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner) are reimbursable expenses.

(2) “Option to Buy” Agreements. Some furniture rental agreements include an “option to buy” clause that results in the renter owning the furniture at the contract term end. A traveler may be reimbursed for the cost of an “option to buy” rental agreement *if there is no other alternative*. If the “option to buy” plan is used, the traveler must reimburse the Gov’t the amount credited toward the purchase, if paid as part of the travel claim settlement. See [B-259520, 7 December 1995](#).

(3) Damage Waiver Fee. If a damage waiver fee is required as part of the rental cost, the traveler may be reimbursed for the fee as part of the furniture rental while on TDY, *if there is no other alternative*. [CBCA 1961-TRAV, 20 JULY 2010](#).

b. Shipment. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of furniture shipment from a previous residence, even if the shipment is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).

c. Purchase. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of purchasing furniture for the unfurnished TDY lodging, even if the furniture purchase is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).

4. Mortgage Interest and Property Taxes. When a dwelling of any kind (including a recreational vehicle) is purchased under some form of “rent to buy” option, all associated mortgage interest and property taxes, previously claimed, *must be repaid*. [FTR §301-11.12\(b\)](#).

4165 RESIDENCE OR RECREATIONAL VEHICLE PURCHASED AND USED FOR TDY LODGING

A. Reimbursement is not authorized for any costs associated with a residence purchased /owned, by a traveler, when used as lodging while in a TDY status. For this par., a 'residence' includes an apartment, house, mobile home, or like dwellings that are normally used as a permanent residence.

B. When using a personally owned recreational vehicle (e.g., camper, camping trailer, 5th wheel, or self propelled recreational vehicle), the traveler may not be reimbursed for any expenses associated with the purchase, sale, or payment for the recreational vehicle. The traveler may be reimbursed parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees which may be considered as a lodging cost (FTR, 301-11.12), NTE the total of the maximum lodging rate allowed for the entire TDY.

4170 LODGING COST UNDER THE BARTER SYSTEM

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

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

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

4175 LODGING PER DIEM COMPUTATION

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

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

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

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

CHAPTER 4: TDY

PART 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 original order is for:
 - *a. 30 days or less and the amendment extends the TDY to 31 (or 181) days or more from the amendment date, the locality per diem rate applies through the amendment date and the reduced flat rate per diem (75% or 55%) applies beginning the day after the amendment is issued,
 - *b. 31-180 days and the amendment extends the TDY to 181 days or more from the amendment date, the 75% reduced per flat per diem applies through the date of the amendment and the 55% reduced flat rate per diem applies beginning the day after the amendment is issued
 - *c. 31 (or 181) days and is amended to curtail the TDY, the original reduced flat rate per diem authorized for the original TDY period applies for the entire TDY.
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-B3.

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, or meals are available and directed in a Government mess, the GMR or PMR (or IE only) 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. A traveler ordered TDY to one location for a period of 31 days or more, but is not expected to remain at that location for 31 consecutive days or more and a significant portion of the TDY will be at other locations, may be authorized Lodgings Plus per diem at the original TDY site, when the total cost of per diem will be less than the flat rate per diem. Dual lodging may not be paid in these circumstances. The authority and the circumstances surrounding the flat rate per diem not applying to the TDY must be stated in the orders.

*6. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4250-C.

*7. 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.

*8. 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.

*9. The M&IE portion of flat rate per diem may be waived in advance when the mission, health, welfare, or safety of the traveler, TDY to a foreign location, would result in extreme personal hardship if the M&IE were reduced. The COCOM/JTF Commander may authorize payment of the full locality rate M&IE when the reduced flat rate M&IE is not sufficient. Authority may not be delegated below the three-star GO/FO deputy/vice commander level. The Secretarial Process for each Service may authorize full per diem M&IE for a traveler who is not located in or part of the COCOM's/JTF's AOR, but is operating in a support capacity or located in the COCOM/JTF AOR. Full per diem M&IE requests may be authorized, only in advance of the dates required. All authorizations for payment of full M&IE for TDYs over 30 days must be reported to the PDTATAC, Chief.

a. Requirements. *Commands must approve requests in advance (i.e., before the days on which the higher rate is needed).* Before approval is granted, all requests must first be supported by substantiating documentation (e.g., from local Embassy Security Officer or Medical Officer) explaining how the mission, health, welfare, or safety of the traveler TDY to a foreign location would result in extreme personal hardship if the M&IE were reduced.

b. Actual Expense Reimbursement. In the event that conditions necessitating full locality M&IE are not known in advance and advance authorization is not possible, authorizations for payment of full locality M&IE may include approval for payment of actual expenses for meals and incidental expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.

c. Submission Process. The authorizing COCOM or Service shall report each exception, to include the TDY dates for which a full per diem M&IE is required, unclassified site locations, average cost of meals and incidental expenses, and number of personnel affected to the PDTATAC, Chief. Three submission options are available:

- (1) Email: From the command to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil

(2) Mail:

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

(3) FAX: From the command to (571) 372-1301.

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. | | | | |
| | <u>Lodging</u> | <u>M&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: \$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&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 | |

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 5: HHG

SUBSECTION b: HHG WEIGHT

Effective for an order issued on/after 1 October 2007

5200 PRESCRIBED WEIGHT ALLOWANCES

A. Higher Weight Allowance Authorization

1. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs.) of a member below pay grade O-6, but only on a case by case basis;
2. No general policy statements are permitted; and
3. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

B. Authorized PCS Weight Allowances. Except as provided in pars. 5202 and 5208-A, authorized PCS weight allowances are:

| PCS & NTS Weight Allowances (Pounds) | | |
|---|-------------------------------------|---------------------------|
| Grade <i>NOTES 1 & 3</i> | With Dependents ² | Without Dependents |
| Officer Personnel | | |
| 0-10 to 0-6 | 18,000 | 18,000 |
| 0-5/W-5 | 17,500 | 16,000 |
| 0-4/W-4 | 17,000 | 14,000 |
| 0-3/W-3 | 14,500 | 13,000 |
| 0-2/W-2 | 13,500 | 12,500 |
| 0-1/W-1/Service Academy Graduates | 12,000 | 10,000 |
| Enlisted Personnel | | |
| E-9 | 15,000 <u>4</u> | 13,000 <u>4</u> |
| E-8 | 14,000 | 12,000 |
| E-7 | 13,000 | 11,000 |
| E-6 | 11,000 | 8,000 |
| E-5 | 9,000 | 7,000 |
| E-4 | 8,000 | 7,000 |
| E-3 to E-1 | 8,000 | 5,000 |
| Aviation Cadets | 8,000 | 7,000 |
| Service Academy Cadets/Midshipmen | | 350 |

NOTES:

1. Includes a Uniformed Service regular and an RC member, and an officer holding a temporary commission in the U.S. Army/Air Force.

2. For this table, a member "with dependents" is a member who has a dependent eligible to travel at Gov't expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

- a. The death(s) of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at Gov't expense,

the member has the weight allowance of a member "with dependents".

3. A member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or
- b. Before reversion,

whichever is greater.

4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

- a. 17,000 lbs. with dependents or,
- b. 14,000 lbs. without dependents,

for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.

5202 ADMINISTRATIVE WEIGHT LIMITATION

A. General

1. Factors. Establishing an administrative weight allowance is ordinarily based on the following factors:
 - a. HHG are supplied at the PDS, or
 - b. There is extremely limited space for HHG in Gov't Qtrs/private sector housing, and
 - c. There is limited storage for excess HHG.
2. Item Allowances
 - a. Item allowances (within the weight allowances table in this Part), are Service established for specific locations using par. 5202-A5 weight allowances.
 - b. Uniformity of allowances among the members of all Services (by grade and dependency status) is paramount. Services must coordinate.
3. Administrative Weight Locations. Specified administrative weight limitation locations are subject to implementation in Service regulations.
4. HHG Transportation/NTS. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.
5. Administrative Weight Allowance Restrictions Not Applicable. Par. 5202-E is usable when established administrative weight allowance restrictions do not apply to a member or location for a particular PCS move.

B. Gov't Owned Furnishings Provided. On a PCS to/from an OCONUS PDS designated as an administratively weight limited location in App W because Gov't owned furnishings are provided for Qtrs, a member is limited to HHG transportation to the PDS of the amount listed in App W, inclusive of the amount transported as UB IAW par. 5172-H.

C. Member Married to Employee/Member

1. In all PCS situations, each member is individually authorized UB transportation, PBP&E, and required medical equipment (par. 5192).
2. If both spouses are members or one is an employee and one is a member, the following situations apply if one or both of them is ordered to a location with an administrative weight allowance reflected in App W:
 - a. Both Members Currently Assigned to the Same PDS or Nearby PDSs, and New Orders are to the Same PDS or nearby PDSs. When both members are currently assigned to the same PDS or nearby PDSs in the same area at which they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs at which they will jointly occupy a residence, they are limited to one administrative weight allowance based on the higher ranking member's weight allowance.
 - b. Both Members Currently Assigned to the Same PDS or Nearby PDSs, but New Orders are to Different PDSs. When both members are currently assigned to the same PDS or nearby PDSs at which they jointly occupy a residence, but new orders are to different PDSs at which they will occupy separate residences, each member is individually authorized an administrative weight allowance.
 - c. Members Currently Assigned to Different PDSs, but New Orders are to the Same or nearby PDSs. When both members are currently assigned to different PDSs and occupy separate residences, but the new

orders are to the same or nearby PDSs at which they will jointly occupy a residence, each member is individually authorized an administrative weight allowance.

d. Member Married To Employee. If one spouse is a member and the other an employee, the member's administrative weight allowance is based on the higher PCS HHG weight allowance. See par. 5648-A for the employee spouse.

D. Unaccompanied Tour Administrative Weight Limitation Policy/Request

1. Requests for unaccompanied tour location based (no Service based) administrative weight limitations should be:

- a. Coordinated locally,
- b. Sent to the Secretarial Process authority of the requesting Service for consideration/coordination (IAW Service procedures), and
- c. Sent for final review/determination by PDTATAC MAP/CAP.

2. See App W for the list of locations authorized to have administratively reduced weight limits.

3. Each request must specify the:

- a. Location,
- b. Proposed administrative weight standard (e.g., 10% or 1,000 pounds), reason(s) for the HHG weight allowance reduction,
- c. Effective period for the decreased weight allowance, and
- d. Service(s) affected by the request (required).

4. If there are multiple Services at a location, all services are equally affected. NTS authority applies for HHG that may not be transported.

5. Locations with administratively reduced HHG weight allowances not reflected in App W are invalid.

E. Exceptions. The Secretarial Process may authorize individual exceptions to increase the administrative weight allowance limitation when the current weight is insufficient. The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. 5200.

1. General. Administrative weight limitations do not apply to:

- a. Shipments from non-foreign OCONUS areas to any location there is no administrative weight limitation;
- b. A member with a weight allowance of less than 2,500 lbs.; or
- c. A member on duty as a U.S. Defense Attaché.

2. Gov't Furnishings Unavailable. When a Gov't furnishings item, ordinarily provided at a new PDS, is unavailable, the administrative weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Consecutive Overseas Tour (COT). A member assigned to a COT from an unrestricted weight location to an administrative weight limitation location may request a weight increase. Secretarial Process review must ensure

the HHG transportation does not result in extra cost to Gov't. For example, NTS of HHG at origin or an authorized designated Gov't storage facility is generally more cost efficient than an increased HHG weight transportation to the administrative weight location.

4. Extended Tour. The member extends a tour for one year or longer within the same weight limitation location.

5. Acquired Dependent. Upon departure from an administrative weight limitation location if additional furnishings were acquired through marriage after the member was assigned to the weight limitation location. **NOTE: A member who acquires a dependent, after the PCS order effective date to an administrative weight limitation location, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that OCONUS PDS.; or**

6. Undue Hardship. Circumstances exist that would cause undue hardship if the administrative weight limit was enforced per the Service determination.

F. Additional HHG at Member's Expense. The Gov't may transport additional HHG at the Gov't rate; but, the member is responsible for the excess weight transportation cost.

5204 NET WEIGHT DETERMINATION

A. General

1. The weight allowances are the actual weights of unpacked and uncrated HHG.
2. The weight allowances do not include accompanied baggage transported free of charge or as excess accompanied baggage.
3. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded.
4. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. 5204-B, 5204-C, or 5204-D.

B. Gov't Arranged Move

1. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is Gov't arranged, allowance is made for interior packing materials (usually paper, cardboard 'barrels', furniture wrappings, etc.) weight.
2. The HHG modified net weight is determined by subtracting 10% from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.
3. The net weight minus 10% for the interior packing materials now becomes the modified net weight.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When:

- a. HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Gov't owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20% from the difference between the loaded container gross weight and the empty container stenciled weight.
- b. Only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50%.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50% from the weight upon which transportation charges are based.

D. UB. When the Gov't arranges transportation, and the net weight of UB is unknown, the weight is determined by subtracting 50% from the gross weight shown on the shipping documents. When the UB shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. 5204-B, 5204-C, or 5204-D, the weight is 7 lbs. per cubic foot for all shipments.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. 5204-B and 5204-C, the appropriate official may deviate from these allowances.

5206 EXCESS CHARGES

A. Gov't Responsibility

1. The Gov't may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's weight allowance and collect reimbursement from the member.
2. A Service must be repaid for the cost of transporting a member's HHG in excess of the prescribed weight allowance, unless an increased weight allowance (NTE 18,000 lbs.) has been specifically authorized.
3. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize a higher weight allowance (NTE 18,000 lbs.) for a member below pay grade O-6, but only on a case by case basis.
4. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessories, and any other costs that the Gov't paid to move the HHG.

B. Member Responsibility

1. General. The member is still financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the member and/or the AO providing transportation funds were not notified by the TO of the weight status ([CBCA 2076-RELO, 5 October 2010](#)).
2. Transportation. The member is financially responsible for all transportation costs as a result of:
 - a. Exceeding the authorized weight allowance;
 - b. Transportation between other than authorized locations;
 - c. Transportation of articles that are not HHG (See App A1 for HHG);

- d. 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);
- e. Member requested special services, i.e., increased valuation liability cost; and
- f. Transportation related costs that are Gov't incurred due to the member's/member's agent's negligence (i.e., attempted pickup and/or delivery charges). See [DoD 4500.9-R \(DTR, Part IV\), Chapter 401](#).
- C. Prescribed Weight Allowance. See par. 5200 for prescribed weight allowances.
- D. Erroneous Advice. Erroneous advice, or lack of advice, by/from a Gov't agent does not create an entitlement to reimbursement of, or shipment of HHG in excess of the weight allowed by statute.
- E. Member Payment. Payment from the member for excess charges is IAW finance regulations.
- F. Excess Weight Status. When an excess weight status is known/suspected (e.g., based on observations made during a pre-move survey) prior to transportation, the TO should notify the member and the AO providing transportation funds.
- G. NTS
1. The Gov't's maximum obligation for NTS is the storage cost of the difference between the member's prescribed weight allowance and the HHG weight transported incident to the same PCS order.
 2. If the HHG weight in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Gov't may pay the costs associated with the excess weight storage if requested to do so by the member.
 - *3. Excess weight storage costs are the member's financial responsibility (pars. 1015-C2h, 2000-C and 2125).
- H. HHG Transportation in Excess of Authorized Weight Allowance
1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (i.e., nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. 5206-J, must be prorated on the basis that the member pays the portion of the excess net weight ICW the total net weight transported. For example, if a member with a weight allowance of 8,000 lbs. transports 8,500 lbs. of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.
 2. Multiple Shipments Made on a PCS Order
 - a. Member Not Administratively Weight Restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment that results in the least excess cost to the member.
 - b. Member Assigned to/from Administratively Weight Restricted Area
 - (1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS
 - a- When there is an administrative weight restriction:
 - 1- Multiple shipments to/from that area, and
 - 2- Weight in excess of the administrative weight allowance is transported to/from the OCONUS area,

the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member.

-b- Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

I. HHG Transportation other than between Authorized Locations

1. General

- a. A member may have HHG transported between any locations.
- b. The Gov't's expense (other than from a previous PDS or other authorized point to the new PDS, other authorized location or home of legal heir) 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 home of the legal heir, whichever results in a lesser cost to the Gov't.
- c. This also applies to a member on an order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense

- a. When HHG are transported to a designated place at Gov't expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the member's maximum PCS HHG weight allowance from the designated place to the new PDS.
- b. For example, 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 costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the member's maximum PCS HHG weight allowance (less the weight of any other HHG transported at Gov't expense) from Detroit, MI.
- c. Personally procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.

J. Transportation of Unauthorized Articles

1. Non-HHG articles (see App A1 for HHG) must be transported apart from authorized HHG.
2. The member should arrange for separate transportation.
3. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles.
4. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. 5206-H.

K. HHG Transportation with Special Routing or Services Provided.

1. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services.
2. Subject to pars. 5206-B2, through 5206-J and upon the member's/heirs' (of a deceased member) written request and agreement to pay any additional cost, the member/heirs may:
 - a. Turn over the HHG to a TO for transportation at different times to the same destination;
 - b. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
 - c. Have transportation between any points, limited to the cost in par. 5206-I. However, it must not be applied to HHG if the member is not authorized a HOS move;
 - d. Have HHG transportation of one final HHG shipment of articles legally awarded to a former spouse incident to a divorce when a member has a transportation authority under a PCS order, including separation and retirement ([61 Comp. Gen. 180 \(1981\)](#)).

L. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. 5200. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

BLANK PAGE

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-C 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

| Situation | Storage Termination |
|--|--|
| 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. |

| Situation | Storage Termination |
|---|---|
| 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 (61 Comp. Gen. 180 (1981)). |
| 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 |

| <u>Situation</u> | <u>Storage Termination</u> |
|------------------|---|
| | 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 a: CONUS POV TRANSPORTATION***Effective 1 June 2014***5322 GENERAL****A. POV Transported by the Gov't**

1. POV transportation within CONUS may be authorized for member/dependent(s) use when:
 - a. A change in a ship's homeport is authorized, or
 - b. An eligible member ordered on a PCS between CONUS PDSs:
 - (1) Is physically unable to drive (a dependent's inability to drive does not satisfy this criteria), or
 - (2) There is insufficient time (par. 5012) for the member to drive and report to the PDS as ordered.
2. The remaining provisions in this section do not apply to these circumstances.
3. See Ch 5, Part A6b for allowances for a POV transported by the Gov't for a homeport change and the member is unable to drive.

B. POV Transported by Member

1. An eligible member with dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may be authorized transportation for one POV from the old CONUS PDS to the new CONUS PDS provided that the:
 - a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS,
 - b. Member and dependents then travel at one time in one POC, and
 - c. Gov't's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT Plus' for driving two POCs to the new PDS (see example, par. 5328).
- *2. The member is financially responsible for all excess costs/additional expenses associated with POV transportation (par. 1015-C2h, 2000-C and 2125). If the POV transportation cost exceeds the reimbursement limitation the member is financially responsible for the cost difference to transport the POV.
3. MALT and cost reimbursement are separately authorized for driving the second vehicle.

5324 MEMBER POSSESSES MORE THAN TWO VEHICLES

Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and

2. Must go through the Secretarial Process IAW par. 5154-B.

5326 RESTRICTIONS

A. Unauthorized POV Transportation. A member must not be authorized POV transportation at Gov't expense if the member has:

1. No dependents,
2. No dependents *eligible* for transportation at Gov't expense, or
3. No dependents being relocated incident to the PCS.

B. Commercial Travel at Gov't Expense. A member who is authorized POV transportation is *not authorized* commercial travel at Gov't expense for the member and/or dependents ICW the PCS.

C. Gov't Procured Transportation. The member must personally procure all POV transportation. *Gov't procured transportation is not authorized.*

D. Mileage/MALT. Payment of TDY mileage or MALT is *not authorized* to drop off/pick up the POV ICW transportation.

E. POV Storage. POV storage at Gov't expense is *not authorized* in lieu of POV transportation.

F. POV Left in CONUS While Member is Stationed at an OCONUS PDS. There is no authority to transport a member's POV from a CONUS location at which the member left the POV while stationed overseas, to the new CONUS PDS, unless that POV was stored at Gov't expense because it could not be transported to the OCONUS PDS. See par. 5378.

5328 COST REIMBURSEMENT EXAMPLES

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

A. Example 1. This example is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

| Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC | | | | |
|--|--|---|--------------------------------------|-------------------|
| | <u>Per Diem</u> | | <u>MALT</u> | <u>Total</u> |
| Member | \$129/day x 8 days (\$1,032) | + | 2,665 miles x \$.23/mile (\$612.95)= | \$1,644.95 |
| Spouse | \$96.75/day x 8 days (\$774) = (75% of the member's per diem) | | | \$ 774.00 |
| 1 st Child | \$96.75/day x 8 days (\$774) = (75% of the member's per diem) | | | \$ 774.00 |
| 2 nd Child | \$96.75/day x 8 days (\$774) = (75% of the member's per diem) | | | \$ 774.00 |
| TOTAL | | | | \$3,966.95 |

Part A: Members Only/Sec 6a: POV Transportation and Storage (CONUS POV Transportation)

2. **Step 2.** Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

| Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs | | | | |
|--|--------------------------------|---|---------------------------------------|------------------|
| | <u>Per Diem</u> | | <u>MALT</u> | <u>Total</u> |
| Member | \$129/day x 8 days = \$1,032 | + | 2,665 miles x \$.23/mile (\$612.95) = | \$1,644.95 |
| Spouse | \$129/day x 8 days = \$1,032 | + | 2,665 miles x \$.23/mile (\$612.95) = | \$1,644.95 |
| 1 st Child | \$96.75/day x 8 days (\$774) = | | | \$ 774.00 |
| 2 nd Child | \$96.75/day x 8 days (\$774) = | | | <u>\$ 774.00</u> |
| TOTAL | | | | \$4,837.90 |

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

| Reimbursement Limitation to Drive One POC and Transport One POV | |
|--|------------------|
| Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,837.90) minus the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,966.95). | |
| MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3. | |
| 1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.) | \$1,500.00 |
| 2. Reimbursement limitation is \$4,837.90 (Step 2) - \$3,966.95 (Step 1) = | <u>\$870.95</u> |
| 3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500 - \$870.95 = | \$ 629.05 |

- B. **Example 2.** This example is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. **Step 1.** Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

| Member, Member, and 2 Children, Perform Concurrent Travel in One POC (See par. 5164) | | | | |
|--|--------------------------------|---|---------------------------------------|------------------|
| | <u>Per Diem</u> | | <u>MALT</u> | <u>Total</u> |
| Member 1 | \$129/day x 8 days (\$1,032) | + | 2,665 miles x \$.23/mile (\$612.95) = | \$1,644.95 |
| Member 2 | \$129/day x 8 days (\$1,032) | | | \$ 1,032.00 |
| 1 st Child 75% of Mbr 1 Per Diem | \$96.75/day x 8 days (\$774) = | | | \$ 774.00 |
| 2 nd Child 75% of Mbr 2 Per Diem | \$96.75/day x 8 days (\$774) = | | | <u>\$ 774.00</u> |
| TOTAL | | | | \$ 4,224.95 |

2. **Step 2.** Construct the cost for the 2 members and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

| Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs | | | | |
|--|--------------------------------|---|---------------------------------------|-------------------|
| | <u>Per Diem</u> | | <u>MALT</u> | <u>Total</u> |
| Member 1 | \$129/day x 8 days = \$1,032 | + | 2,665 miles x \$.23/mile (\$612.95) = | \$1,644.95 |
| Member 2 | \$129/day x 8 days = \$1,032 | + | 2,665 miles x \$.23/mile (\$612.95) = | \$1,644.95 |
| 1 st Child 75% of Mbr 1 Per Diem | \$96.75/day x 8 days (\$774) = | | | \$ 774.00 |
| 2 nd Child 75% of Mbr 2 Per Diem | \$96.75/day x 8 days (\$774) = | | | \$ 774.00 |
| TOTAL | | | | \$4,837.90 |

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

| Reimbursement Limitation to Drive One POC and Transport One POC | |
|--|-----------------|
| Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,837.90) minus the cost of both members and 2 children, performing concurrent travel in 1 POC (\$4,224.95). | |
| MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3. | |
| 1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.) | \$1,500.00 |
| 2. Reimbursement limitation is \$4,837.90 (Step 2) - \$4,224.95 (Step 1) = | <u>\$612.95</u> |
| 3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500-\$612.95 = | \$887.05 |

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-C 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 |
| Maximum Reimbursement Amount Authorized: | \$00 |

2. Example 2

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

3. Example 3

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

4. Example 4

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

5360 REPLACEMENT POV SHIPMENT

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

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

1. POV being replaced:

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

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

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

5362 POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. Official and Personal Situations

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

a. A member with dependents:

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

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

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

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

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

a. Whose PDS is OCONUS, and

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

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

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

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

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

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

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

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

1. POV Transportation at Gov't Expense

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

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

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

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

d. Member Injured or Ill

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

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

2. POV Transported by Other than the Gov't

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

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

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

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

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

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

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

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

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

4. Storage

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

(1) Is not known;

(2) Is subject to litigation; or

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

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

b. Storage in Transit (SIT)

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

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

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

5. Additional Moves

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

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

F. POV Transportation for Dependent(s) Relocating for Personal Safety. See par. 5153.

5364 EXCESS COST COLLECTION

*Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-C 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 \(1973\)](#)).

BLANK PAGE

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: MEMBERS ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION c: POV STORAGE****5372 CARE AND STORAGE**

- A. Gov't Responsibility. The Gov't 's responsibility begins when the POV is accepted for storage and continues (including during continued storage at traveler's expense) until the POV is delivered to the traveler.
- B. Member Responsibility. See the [SDDC](#) website, and "[Storing Your POV](#)" for the traveler's responsibilities and other requirements related to POV storage.
- C. Limitations. Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.
- D. Additional POVs. A traveler is financially responsible for storage and/or transportation of additional POVs.

5374 DEFINITION

The following definition is used *only* for the purposes of this Section:

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawaii , the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

5376 GENERAL

- A. General. POV storage is in lieu of POV shipment.
- B. Scope
1. This Section prescribes POV storage allowances for eligible members:
 - a. Ordered to a foreign/non-foreign OCONUS (par. 5374) PDS to which a POV is not permitted to be transported, or
 - b. Sent TDY for more than 30 days to a contingency operation.
 2. This section also covers allowances associated with:
 - a. Travel to and from designated storage facilities,
 - b. POV storage preparation,
 - c. Actual storage costs,
 - d. POV preparation for removal from storage, and
 - e. Costs associated with delivery to the next authorized destination (par. 5344).
 3. See App A1 for the definition of a contingency operation.

5378 ELIGIBILITY

A. General. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS area (par. 5374) PDS; and the
 - a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the U.S. preclude shipment/entry of a POV at Gov't expense into that foreign/non-foreign OCONUS (par. 5374) PDS; or
 - b. POV would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (par. 5374) PDS;
2. Sent TDY for more than 30 days to a contingency operation (App A1);
3. Sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage;
4. Authorized POV transportation due to a change in a ship's home port and there is more than 30 days between the ship's departure from the old home port and arrival at the new home port; or

Effective 12 January 2015

5. Authorized POV transportation due to a unit PCS and the unit is deployed more than 30 days en route.

B. Storage. The Services, through their Secretarial processes, may designate POV storage facilities.

1. Gov't procured Storage Available

- a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.
- b. A member who personally arranges for storage at a facility other than the Service designated facility is reimbursed for the actual storage cost, NTE the Gov't's constructed storage cost.

2. Gov't procured Storage Not Available. The member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs when:

- a. Gov't procured storage:
 - (1) Is not available, or
 - (2) Has not been designated, or
- b. The member is instructed by the shipping officer/TO to store the POV at personal expense,

C. PCS Order Effective Date. A member is eligible for POV storage:

1. ICW a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997.
2. Upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.

5380 STORAGE IN LIEU OF SHIPMENT

A. General. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited.

B. Limitations. A member who stores a POV at Gov't expense:

1. Is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.
2. May ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS.
3. May not continue to store the POV, at Gov't expense, while shipping another POV to the subsequent OCONUS PDS. This is based on the shipping allowance to the subsequent OCONUS PDS.
 - a. Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.
 - b. Example 2: A member PCSs to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.
4. May not ship a POV that is removed from storage before departing PCS/entering an IPCOT.
5. Who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.

5382 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. If a Service elects:

1. To transport the POV to and/or from the storage location, the member may elect to personally arrange POV transportation. This is the member's option.
2. ***Not to transport the POV to and/or from the storage location.***, the member personally arranges the transportation to and/or from the selected storage facility.

B. Gov't procured Transportation Available to and/or from Storage Facility

1. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.
2. When Gov't procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is reimbursed for the actual transportation cost NTE the Gov't's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the Gov't's constructed transportation cost.
3. For an OCONUS Traveler, the member is reimbursed for one way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/ vehicle port) NTE the Gov't's constructed transportation cost of shipping/transporting the POV.

C. Gov't Procured Transportation not Available to and/or from Storage Facility. When Gov't procured transportation to and/or from storage is not available, or the member is instructed by the shipping officer/ TO to personally arrange POV transportation, the member is reimbursed for the actual transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance.

Travel time computed under par. 5012 is allowed for the round trips to deliver and/or pick up a POV under par. 5382-A.

D. Delivery/Pick Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
2. ***Vehicle storage transportation reimbursement may only be paid as mileage (par. 2600) and is only for the round trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.*** This limitation does not apply to a member who stored a vehicle commercially with Gov't reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.
3. A roundtrip is authorized to:
 - a. Deliver the POV to the storage facility, and
 - b. Pick up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup is:
 - a. Not concurrent with PCS travel, or
 - b. ICW TDY on a contingency operation.
5. For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR/PLEAD. For POV pick up upon separation or retirement, the "new PDS" is the HOR/authorized HOS of the member under par. 5068-A1.

E. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travel via the designated storage facility are authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.
2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility.
Reimbursement for travel back to the passenger POE is not authorized.

F. Pick Up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

G. Delivery/Pick Up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. 5374) PDS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. 5026);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
- c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

2. Pick Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:

- a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

3. Dependent Travel and Transportation Allowances. When a dependent(s):

- a. Accompanies the member and/or delivers the POV to the designated storage facility, dependent travel and transportation allowances are computed using par. 5092.
- b. Picks up the POV from the designated storage facility without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5382-F.

5384 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. 5378).

B. Personally Procured POV Storage**1. Commercial Storage Facilities**

- a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).
- b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. 5378).
- c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service designated storage facility.

Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

- a. General. *Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.*
- b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.
- c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

5386 FACTORS AFFECTING POV STORAGE

A. Order Amended, Modified, Canceled, or Revoked

1. A POV stored or shipped after PCS order receipt/notification of deployment on a contingency operation may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Gov't expense, if the PCS/contingency operation notification order is later amended, modified, canceled, or revoked.
2. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions for HHG transportation in par. 5194 apply to this subpar..

B. Storage before an Order is Issued. POV storage is permitted before a PCS order/contingency operation order/notification is issued to a member. A written statement must support the storage request:

1. From the PCS/contingency operation designating AO or the designated representative that the member was advised before such an order/notification was issued, that it would be issued, and
2. Signed by the shipping applicant agreeing to be financially responsible for:
 - a. The entire storage cost if the PCS order/contingency order/notification to authorize storage is not issued later, and
 - b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. 5386-B1 (or return to the current PDS if the contingency order/notification is not issued).
3. The length of time before a PCS order/contingency operation notification is issued, during which a member may be advised that the PCS order/notification 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 (or take part in the contingency operation) and the date the order/contingency operation notification is actually issued.
4. General information furnished to the member concerning PCS order/contingency operation notification issuance before the determination is made to actually issue the order/notification (e.g., eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. 5374) duty, anticipated contingency departure date, etc.) is not advice that the order/notification is to be issued ([52 Comp. Gen. 769 \(1973\)](#)).

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

5388 RESTRICTIONSA. Vehicle Size

- *1. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage cost caused by the vehicle's excess size (pars. 1015-C2h, 2000-C and 2125).
2. The Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member/dependents(s) require the oversized POV for medical reasons.
3. Excess costs are collected IAW Service regulations.

B. Combining POV Size Limitation when Member Married to Member

1. The size restriction in par. 5388-A may be ignored for storing one larger vehicle at Gov't expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage.
2. Payment for storing the vehicle may not exceed the Gov't's total cost if each member had stored a vehicle within the maximum standard size.

*C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (pars. 1015-C2h, 2000-C and 2125).

5390 CONTINUED POV STORAGEA. Continued POV Storage for Active Duty Members

1. A POV may remain in storage at Gov't expense for up to 90 days after the member returns from:
 - a. An OCONUS PDS (par. 5374) to which the POV could not be shipped, or
 - b. TDY on a contingency operation.
2. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

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

1. Separation from Service or Relief from Active Duty
 - a. A member, separated from the Service/relieved from active duty who has a POV in storage under par. 5378, is authorized continued POV storage until the 180th day after the active duty termination date, *unless specifically prohibited in par. 5320*.
 - b. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

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

a. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. 5378, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death).

b. The authority and circumstances in par. 5318 apply for extending the 1 year storage limit.

c. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

3. Pickup/Delivery Out of Storage. Pickup/delivery out of storage is authorized at Gov't expense, regardless of time in storage (as long as the member's order is valid). This includes storage that has been converted to storage at the member's expense.

5392 FUNDS ADVANCE

Authorized POV storage costs may be paid in advance.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **MEMBERS ONLY**

SECTION 7: MOBILE HOME TRANSPORTATION

5396 SCOPE

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

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

5398 ELIGIBILITY

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

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

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

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

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

5400 FUNDS ADVANCE

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

2. The advance is NTE the estimated amount allowable.

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

5402 GEOGRAPHIC LIMITATIONS

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

1. Within CONUS,

2. Within Alaska,

3. Between CONUS and Alaska,

4. Through Canada en route between Alaska and CONUS,

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

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

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

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

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

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

5404 TRANSPORTATION

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

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

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

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

D. Single Member/Concurrent Travel Performed

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

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

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

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

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

F. Return from a PDS neither in CONUS nor Alaska

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

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

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

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

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

3. Example. See par. 5404-E.

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

H. Delayed/Deferred Mobile Home Transportation

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

5406 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

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

B. Reimbursement. Reimbursement:

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

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

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

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

E. Transportation Costs

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

5408 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER.

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

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

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

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

E. Preparation

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

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

3. Preparation Costs Allowed. Preparation costs include:

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

p. Similar expenses.

F. RESERVED

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

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin in CONUS/Alaska to a destination in CONUS/Alaska.
2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for:
 - a. Fuel/oil used for propulsion of the boat;
 - b. Pilots/navigators in open water;
 - c. A crew;
 - d. Harbor pilot charges;
 - e. Docking fees incurred in transit;
 - f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
 - g. Towing, (in tow or towing by pushing from behind); and
 - h. Similar expenses.

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

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

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

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

J. Mobile Home Moved by Overland Towing. Reimbursement:

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

5410 GOV'T PROCURED TRANSPORTATION

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

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

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

D. Allowance Limitations. The member may not:

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

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

F. Costs Allowed. Costs allowed include charges for:

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

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

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

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

5412 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS

The allowances in pars. 5406 and 5408 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

5414 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the U.S. who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status and to a member who dies while authorized basic pay.

B. Transportation

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

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

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

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

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

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

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

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

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

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

D. Authorized Circumstances

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

5418 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

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

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

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

Also see par. 5408-E.

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

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

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

5420 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

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

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

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

2. Transportation

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

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

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

5. Member Assigned to Administratively Weight-restricted Area

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

B. Mobile Home Transportation Incident to Alert Notice

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

C. Mobile Home Transportation Incident to Tour Extension

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

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

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

E. Improper Shipments

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

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

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

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

H. Transportation before an Order Is Issued

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

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

5422 STORAGE IN TRANSIT (SIT)

A. General

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

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

B. SIT Time Limits

1. SIT - First 90 Days

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

2. SIT - after the First 90 Days

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

C. Order Amended, Modified, Canceled or Revoked

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

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

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

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

A. General

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

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

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

C. Member Assigned to Administrative Weight Restricted Area

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

3. Examples

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

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 1: GENERAL

5500 SCOPE

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

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

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

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

3. Procedures

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

C. Employee Married to Member

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

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

5502 ELIGIBILITY

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

1. General

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

2. DoD Component Responsibility

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

B. PCS Allowance Eligibility

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

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

C. PCS Limitation Policy

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

2. Exceptions

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

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

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

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

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

5504 ELIGIBILITY AND ALLOWANCE TABLES

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

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

B. Tables 2 -11: Allowances

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

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

C. Table 1: Eligibility Table:

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

Footnotes:

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

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

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

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

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

6 -- RESERVED.

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

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

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

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

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

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

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

Footnotes

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

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

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

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

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

Footnote 1

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

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

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

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

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

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

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

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

Footnote 1. Allowed when:

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

I. Table 7: Transfer between OCONUS Official Stations

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

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

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

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

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

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

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

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

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

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

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

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

When Gov't-funded PCS is authorized:

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

5508 FUNDS ADVANCE

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

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

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

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

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

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

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

5510 PCS COUNSELING

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

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

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

5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE

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

B. Short Distance Moves. See par. 5678.

C. Advance Notice Period

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

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

5514 PCS REIMBURSEMENT PROVISIONS

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

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

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

5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

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

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

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

- b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.
- c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General

- a. Except as in pars. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.
- b. When the gaining activity elects to pay movement costs, see par. 5520 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

- a. When an employee transfers from an OCONUS to a CONUS PDS activity, the losing activity must pay employee and dependent transportation allowances IAW par. 5573-B1.
- b. Transportation allowances include per diem and HHG/POV transportation to the employee's:
 - (1) Actual residence, or
 - (2) CONUS activity, NTE the cost to the employee's actual residence.
- c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs, including per diem and transportation of:
 - (1) HHG/POV to the new PDS,
 - (2) MEA, and
 - (3) Real estate allowances (if the employee is eligible),
- d. At the gaining activity's discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:
 - (1) Employee who completes the prescribed tour of duty under the current service agreement;
 - (2) Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD Component;
 - (3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and
 - (4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5516-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD Component.
6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay transfer costs when an employee fails to satisfactorily complete a probationary period.
7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)
 - a. Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.
 - b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.
2. Separation before Travel Begins. When an employee:
 - a. Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.
 - b. Under the same conditions above expects to continue in Gov't service in a different department/agency in the actual residence locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).
3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
 - a. When an employee under an agreement:
 - (1) Returns to the actual residence/allowable alternate destination in the U.S. for separation, and
 - (2) After arrival at the destination is employed by another DoD Component without a break in service,The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.
 - b. For the conditions and limitations regarding payment by the gaining DoD Component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. 5572-F ([46 Comp. Gen. 628 \(1967\)](#); [47 id 763 \(1968\)](#); [B-163113, 27 June 1968](#); [B-163364, 27 June 1968](#)).
4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is/becomes eligible for separation travel and transportation allowances.

5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION ([FTR §302-2.110](#))

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.
2. The employee may request a travel and transportation allowance extension.
3. The DoD Component may grant the extension if in the Gov't's interest, IAW par. 5518-C.
4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov't's interest, by an employee:
 - a. Married to an employee, or
 - b. Married to a member, or
 - c. Whose domestic partner is an employee/member

when each is traveling under a separate order between PDSs,

*2. See par. 1030 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the employee's transfer/appointment effective date, except that the 1 year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to or from an OCONUS PDS; and
3. Is extended (when in the Gov't's interest by the DoD Component) for up to an additional 1 year when the original 1 year time limitation for residence transaction completion is extended under par. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee's transfer effective date.

D. Restrictions

1. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD Component as being in the Gov't's interest.
2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):
 - a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and
 - b. Residence construction/ renovation delays at the new PDS.

5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. 5156),
2. Per diem for the employee and dependents (par. 5592-F for travel by ship),
3. HHG shipment, including SIT,
4. HHG NTS (NTS is *not authorized for CONUS to CONUS transfers* unless it is to a *designated isolated CONUS PDS*),,
5. Reimbursable expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

B. Allowance Restrictions. PCS allowances in par. 5520-A:

1. Are not subject to negotiation between the employing activity and the employee.
2. May not be reduced/changed by the employing activity ([55 Comp. Gen. 613 \(1976\)](#)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part B), and/or
2. POV shipment (Ch 5, Part B).

5522 PCS MOVEMENTS ([FTR Part 302-3](#))

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement ([GSBCA 16494-Relo, 4 November 2004](#)).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION a: GENERAL****5576 SCOPE**

- A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.
- B. HHG Transportation. See par. 5630.
- C. Mobile Home Transportation. See par. 5752.
- D. Special Circumstances Travel and Transportation. See Ch 7.
- E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.
- F. Travel Authority. Authority for dependent's travel must be included in:
 - 1. The PCS travel order,
 - 2. An amended travel order, or
 - 3. A supplemental travel order issued IAW par. 5590-B3.
- G. Commercial Transportation Costs. Commercial transportation costs not covered by Gov't-procured transportation and MALT are authorized IAW Ch 3.
- H. Early Return of Dependent(s) (ERD). See Ch 5, Part B3.
- I. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.
- J. Receipt Requirements. See par. 2710.
- K. House Hunting Trip (HHT). See Ch 5, Part B12.

5578 ELIGIBILITY

- A. General
 - 1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW world-wide PCSs.
 - 2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.
 - 3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.

4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies an employee on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under pars. 4905-B and 4905-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (see App A1 for definition of dependent) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). **Example:** A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

5580 AUTHORIZATION

A. General

1. An employee is authorized dependent PCS travel and transportation allowances for travel between authorized points.

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

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

1. Transportation-in-kind (par. 5528-D) plus per diem (par. 5592); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5528) plus per diem (par. 5592); or

3. MALT (par. 5606) for POC travel, plus Lodging plus per diem for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

5582 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. This par. covers situations when dependent travel and transportation allowances are not authorized.

B. Dependent-Related Circumstances. An employee is not authorized dependent travel and transportation allowances when a dependent:

*1. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued;

*2. Is not a dependent on the PCS effective transfer or appointment date (App A1);

*3. Receives any other Gov't-funded travel and transportation allowances for this travel; or

*4. Is an employee's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5598-C1) as defined in App A1, definition of dependent items 4 and 5, who does not reside in the employee's household, unless otherwise authorized/approved through the Secretarial Process.

C. Dependent Travel-Related Circumstances. An employee is not authorized dependent travel and transportation allowances:

1. For any part of a journey that a U.S. 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*).
3. When dependent transportation is made available (whether used or not) by a foreign Gov't, at no cost to the U.S. or the employee, under a contract/agreement with the U.S. Per diem is payable.

D. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

5584 TIME LIMITATION

A. General

1. Travel should be completed at the earliest practicable date.
2. Dependent travel must be completed within 1 year from the effective date of transfer (App A1), and should begin at the earliest practicable date, excluding any time that administrative embargoes/shipping restrictions make travel impossible.
3. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.
4. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. **Example:** Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.
5. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.
6. The 1-year time limit 'clock' resumes on the embargo removal date.

B. Transfers without a Break in Service

1. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Gov't's best interest.
2. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. 5582-D.

C. Locally Hired Employee. The time limit in par. 5582 applies to dependent travel of any employee hired locally in a foreign location, who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

D. Return for Separation

1. When an employee returns to CONUS from an OCONUS PDS for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.
2. The employee must submit a written request for delayed travel.
3. Costs for unauthorized delays are the employee's personal financial responsibility.

5586 FUNDS ADVANCE

Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e and Ch 2, Part E.

5588 TRANSOCEANIC TRAVEL**A. Transportation Mode**

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is not required to use Gov't air transportation. If the dependent agrees to use Gov't air transportation they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate Gov't air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, reimbursement is IAW par. 5528-B.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be.
2. Medically Inadvisable Condition
 - a. A medically inadvisable condition is not limited to physical disability.
 - b. If an employee has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.
 - c. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel.
 - d. The employee and the AO must each be furnished a copy of the written medical determination.
3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Ch 3 for stateroom standards and required use of U.S. flag ships.

C. Travel by Oceangoing Car Ferry. See Ch 3, Part I.

5590 EMPLOYEE TRANSFERSA. To and Within CONUS1. When Authorized

- a. Dependent travel and transportation allowances may be authorized ICW an employee's PCS.
- b. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

2. Origin and Destination

- a. Dependent travel may originate at the employee's old PDS/some other point, or partially at both.
- b. The destination may be the new PDS, some other point selected by the employee, or both.
- c. Reimbursement may not exceed the Gov't's costs over a usually traveled route between the old and new PDSs.
- d. Travel to a first PDS may not exceed the Gov't's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

B. To and Between OCONUS1. When Authorized. Dependent travel and transportation allowances are authorized ICW:

- a. A current employee's PCS,
- b. The initial appointment of certain employees, and
- c. RAT.

2. Travel Origin and Destinationa. Reassignment/Transfer of a Current Employee(1) From a CONUS PDS to an OCONUS PDS

- (a) Dependent travel may originate at the employee's PDS, some other place, or partially at both.
- (b) The travel destination may be:
 - 1- The OCONUS PDS, or
 - 2- An alternate CONUS destination specified at the time of transfer.

See par. 6025-C, par 6050-C or Ch 7, Part D for exceptions.

(c) The Gov't's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(d) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Gov't/Gov't-controlled Qtrs or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the Qtrs before dependent travel to an OCONUS PDS

is authorized.

(e) For mandatory Qtrs vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

(2). Between OCONUS PDSs. When an employee is:

(a) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(b) Authorized travel to the actual residence the dependent may return to the actual residence.

b. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

(1) CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

(2) OCONUS Recruitment . When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

c. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement.

Upon initial appointment, when a recruited person:

(1) Meets the conditions in par. 5836, and

(2) Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. 6025-C, par. 6050-C or Ch 7, Part D for exceptions.

d. Renewal Agreement Execution to Serve an Additional OCONUS Tour

(1) An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(2) Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. 6025-C, par. 6050-C or Ch 7, Part F for exceptions.

(3) An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

3. Concurrent Travel

- a. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.
- b. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.
- c. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.
- d. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.
- e. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

C. From OCONUS

1. General

- a. Authority for dependent(s) travel from OCONUS at Gov't expense is determined by:
 - (1) An employee's transportation eligibility, or
 - (2) The appropriate OCONUS command when the Gov't's best interest is served by the dependent(s) early return. See Ch 5, Part B3 for dependent early return.
- b. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Gov't-funded travel.
- c. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must *not* be authorized.
- d. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Gov't expense as the employee's dependent.
- e. A former dependent's travel is authorized when the employee:
 - (1) Is assigned to a U.S. PDS;
 - (2) Travels to the actual residence in the U.S. for separation; or
 - (3) Travels to the U.S. pursuant to renewal agreement.See pars. 5590-C3, and 7065.
- f. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
- g. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in Ch 5, Part B3.

2. When Authorized. Dependent travel may be authorized ICW:

- a. A PCS, or
- b. Return for separation.

See par. 5590-C3.

3. Travel Origin and Destinationa. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

(1) For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

- (a) At the employee's OCONUS PDS,
- (b) A place other than the OCONUS PDS, or
- (c) Partially at both.

(2) The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

(3) The Gov't's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

b. Return of an Employee for Separation

(1) Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't

(a) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Gov't, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(b) Travel costs to an alternate destination anywhere in the world may be allowed.

(c) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).

(d) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

(2) Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov't.

Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Gov't. See par. 5590-C3b(1).

(3) Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Gov't

- (a) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Gov't.
- (b) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

BLANK PAGE

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)****5596 TRANSPORTATION**

A. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.

*B. Excess Costs. The employee is financially responsible for costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence (pars. 1015-C2h, 2000-C and 2125).

C. Authority. Early return travel may be authorized when:

1. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and App Q3. See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and 5840-C11, for exceptions to the PDS service period agreement; or
2. The OCONUS command determines that it is in the Gov't's interest to return the dependent for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

5598 REIMBURSEMENT

A. Limitations

1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. 5596-C, transportation expenses are the employee's personal financial responsibility.
2. When the employee is eligible for return travel reimbursement, travel expenses are NTE the cost of the dependent travel by the most economical route (including policy constructed airfare (see App A) when contract city pair airfares are not available) from the OCONUS PDS to the actual residence.
3. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.

B. Gov't Transportation. If available, Gov't transportation must be used for ERD travel,

C. Transportation Modes. See Ch 2 for mileage rates and Ch 3 for accommodations, baggage, transportation modes, and transportation requests ICW ERD travel.

D. Receipt Requirements. See par. 2710 and DoD FMR 7000.14-R, Volume 9 for receipt requirements.

5600 TRAVEL AND TRANSPORTATION LIMITATIONSA. Authorization

1. ERD travel under Ch 5, Part B3 must not be authorized more than once during each period of OCONUS service.
2. A dependent's return travel at Gov't expense to the OCONUS PDS is not authorized *except* when incident to RAT. See par. 7065.

B. Reimbursement

1. ERD transportation expenses to the OCONUS PDS are reimbursable when an employee:
 - a. Completes an agreed to period of service,
 - b. Has received unaccompanied one-way dependent transportation to the actual residence, and
 - c. Has RAT at a later date.
2. Reimbursement must not exceed the Gov't's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.

C. Receipt Requirements. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

5602 RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT (FTR § 302-3.227)

A. General. Reimbursement for return travel and transportation allowances to the actual residence (see App A) is authorized:

1. Anywhere in the world for an employee's former spouse/domestic partner and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at Gov't expense.
2. If an individual is no longer a dependent when the employee is eligible for return travel because of divorce/annulment/committed relationship termination.

B. Time Limitation

1. Travel must begin before the end of the employee's current tour of duty.
2. If the employee is serving under a 1, 2, or 3 year tour agreement, travel for a former dependent must begin before the end of the 1, 2, or 3 year tour during which the divorce/annulment/committed relationship termination was finalized.
3. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment/committed relationship termination was finalized.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 5: HHG

SUBSECTION a: GENERAL

5626 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances.

5628 ELIGIBILITY

The following are eligible for HHG transportation and SIT at Gov't expense when relocation is in the Gov't's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits ([FTR §302-3.304](#));
5. An employee authorized a TCS.

5630 AUTHORIZED TRANSPORTATION

A. General

1. An employee/appointee, who is authorized a move at Gov't expense is authorized HHG transportation.
2. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

B. NTS. NTS of HHG:

1. May be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
 - a. CONUS isolated PDS;
 - b. OCONUS PDS to which HHG transportation is limited;
 - c. OCONUS PDS and NTS is in the Gov't's best interest or cost effective to do so; or
 - d. TCS (par. 5902-B3).
2. Is not permitted for a career SES employee for last move home.

5632 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

5634 TRANSPORTATION EXPENSES

A. Gov't-paid Expenses

1. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
 - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
 - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
 - d. SIT NTE 90 days, as applicable. See par. 5672-B.
2. Delivery:
 - a. Out of storage is authorized at Gov't expense, regardless of time in storage within the authorized 1-year period. This includes shipments converted to storage that are the employee's financial responsibility.
 - b. Out of SIT at Gov't expense may be extended for the time period of an extension granted under par. 5908-C.
 - c. Of HHG must be completed within the time limitations in par. 5518.

*B. Employee Paid Expenses. The employee is financially responsible for all transportation costs as a result of (pars. 1015-C2h, 2000-C and 2125):

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (App A1 -- Household Goods);
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5656 to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5654-C);
5. Special services requested by the employee (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov't due to the employee/employee's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at Gov't expense is IAW par. 5646 or 5648.

5636 LOSS OR DAMAGE CLAIMS ([FTR §302-7.12](#))

HHG loss or damage claims are submitted IAW Service regulations.

5638 EMPLOYEE WITH AN EMPLOYEE OR MEMBER SPOUSE/DOMESTIC PARTNER

A. General. An employee whose spouse/domestic partner is another employee or a member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or member) may also have a PCS order. See [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#).

B. Examples

1. Employee and the Employee's Member Spouse/Domestic Partner. An employee and the employee's member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs. per par. 5646-B. The employee's PCS HHG weight allowance is 18,000 lbs. net weight per par. 5646-A. Together they may ship 30,500 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

2. Employee Married to Another Employee. An employee married to another employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs. net weight per pars. 5500-B 1a and 5646-A. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. See [GSBCA 16608-RELO, 3 August 2005](#).

5640 HHG TRANSPORTATION AND STORAGE DOCUMENTATION ([FTR §302-7.104](#))

A. Form and Voucher Preparation. See [DoD FMR, Volume 9](#), for information on submitting travel vouchers and the forms to be used.

B. Documents

1. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow [DoD FMR](#) procedures regarding numbers of copies.

2. Documentation

a. If required by financial regulations, the following documentation should be attached to the voucher:

- (1) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (2) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (3) An official weight certificate/authenticated weight designation.

b. Constructed weight may be used when:

- (1) Proper weighing facilities are not available at origin/any point en route/destination, or
- (2) The partial load weight cannot be obtained at origin/en route/destination.

5642 SERVICES

A. General. HHG (App A1) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;
2. A shipment originates at the last PDS and the remainder originates at one or more other points;
3. The destination is the new PDS or another point; or
4. The destinations for the HHG are the new PDS and one or more other points.

B. Cost Limitation. The total Gov't expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. 5656, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS ([FTR §302-7.7](#)).

5644 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Gov't's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the Gov't's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. 5590-B.
2. Multiple Shipments
 - a. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same/different OCONUS PDS.
 - b. The employee is financially responsible for HHG transportation costs that exceed the authorized weight limit.

3. Example

- a. An employee with dependents ships 4,000 lbs. net weight of HHG from initial PDS residence and puts the remainder in NTS at Gov't expense.
- b. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed.
- c. The employee is authorized a HHG transportation of 4,000 lbs. net weight from the old OCONUS PDS to the new OCONUS PDS.
- d. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 lbs. net weight.
- e. The packing materials are limited up to 2,000 lbs. for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Gov't expense incident to a PCS, separation, or dependent early return (Ch 5, Part B3).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at Gov't expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, Ch 5, Part B3 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the Gov't even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the Gov't's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at Gov't expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. 5596-C2, as being in the Gov't's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) *Gov't transportation facilities may not be used ICW the advance HHG transportation.*

c. Employee Returning for Separation

(1) General. HHG of an employee returning for separation may be transported at Gov't expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) Reimbursement

(a) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

(b) When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).

(3) Employee Financial Responsibility. The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).

(4) PBP&E. PBP&E:

(a) Transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Gov't service ([FTR §§302-7.18](#) and [302-7.403](#); and par. 5686).

(b) May also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at Gov't expense to the same location designated for dependent evacuation ([5 USC §5725](#)). If it is necessary and practical, HHG may be transported later at Gov't expense from a safe haven location to the evacuated employee's assigned PDS.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 5: HHG

SUBSECTION e: STORAGE IN TRANSIT (SIT)

5666 GENERAL ([FTR §302-7.107](#)).

A. Scope. SIT:

1. Is short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, destination, and en route locations per the Agency approval.

B. Reimbursement ([FTR §302-7.107-110](#))

1. SIT reimbursement cannot exceed the employee's actual storage costs.
2. Receipts/certified warehouse bill copies are required for individual expenses of \$75 or more IAW DoD FMR 7000.14-R, Volume 9. See par. 2710.
3. The cost of removing HHG from SIT for delivery to temporary lodging is a TQSE expense (see par. 5808-B).

5668 SIT TIME PERIOD RESTRICTIONS

For a PCS move made under an order with an effective date on/after 1 August 2011, the maximum total time limit for SIT is 150 days for CONUS-CONUS shipment and 180 days for OCONUS origin and/or destination HHG shipment ([FTR §302-7.9](#)).

5670 FIRST 60/90 DAYS OF SIT

SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS).

5672 SECOND 90 DAYS OF SIT ([FTR §302-7.10](#))

*A. General. If additional storage is not authorized/approved, the employee is financially responsible for additional storage expense (pars. 1015-C2h, 2000-C and 2125).

B. Authorization/Approval Request. The employee must request (in writing) an additional SIT period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official.

C. Authorized Situations. Additional SIT may be authorized/approved due to:

1. Serious illness of the employee,
2. Serious illness or death of a dependent,
3. An intervening TDY or long-term training assignment,
4. Non-availability of suitable civilian housing,

5. Awaiting completion of residence under construction or renovation,
6. Acts of God, national or natural disaster, terrorism, or
7. Other validated circumstances beyond the employee's control, which the Service/DoD agency determines to be in the Gov't's interest.

5674 ADDITIONAL SIT ([FTR §302-7.9](#))

A. General. PDTATAC will consider the merits of individual requests, on a case-by-case basis, for DoD civilian employees who have relocated and have had unforeseen circumstances beyond their control (e.g., a PCS that is interrupted by an en route TDY assignment). See [CBCA 875-RELO, 9 January 2008](#)).

B. Restrictions

1. Authorization/Approval. Under no circumstances may a Service/Agency authorize/approve SIT at Gov't expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). *Only PDTATAC may authorize/approve extensions of the 150/180-days SIT.*
2. Circumstances. SIT beyond 150/180 days (as applicable) is not authorized:
 - a. For any circumstance except IAW par. 5674-C or
 - b. ICW a TCS order IAW par. 5902.

C. Authority. PDTATAC authority is vested IAW GSA Waiver Memo dated 26 March 2014. This waiver extends PDTATAC authority to 31 March 2017. The Service/DoD agency must ensure SIT extension request to PDTATAC is in the Gov't's interest and not for the employee's personal convenience.

1. Time Limitations. Extensions of the 150/180 days SIT period (as applicable) may be authorized/approved NTE a total of 365 days. All travel and transportation must be completed within 1 year from the employee's death, transfer, or appointment effective date unless a further extension is authorized under par. 5518-C.
2. Authorization/Approval. Eligibility criteria for consideration of SIT authorization/approval are:
 - a. Serious illness or death of an employee/dependent;
 - b. A long-term TDY deployment/training assignment;
 - c. HHG transportation delays caused by embargos;
 - d. Acts of God, national or natural disaster, terrorism; or
 - e. Other validated circumstances that are beyond the employee's control, which the Service/DoD agency determines to be in the Gov't's interest; and if SIT is not extended, would be an egregious burden on the employee.

D. Documentation

1. A SIT extension request must be submitted by the employee's DoD Component/command to PDTATAC for determination.
2. Documentation required is the DoD Component's/command's requesting memo, copies of the TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/DoD Component designated official.

3. The requesting memo must indicate the reason(s) for SIT beyond 150/180 days as applicable, scheduled TDY assignment duration, and the additional SIT days required by the employee.

E. Submission Process

1. Extension requests should be submitted via the Service's/DoD Component's Civilian Advisory Panel (CAP) member.
2. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the DTMO [website](#) by clicking on the [PDTATAC Contact Information](#).
3. The following options are available to the employee's command to request SIT beyond 150/180 days (as applicable):
 - a. Email: From Agency/command through the CAP representative to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.
 - b. Mail:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000, or
 - c. FAX: From the Service/DoD Component/command through the CAP representative to (571) 372-1301.

5676 HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT

- A. Multiple Lots. HHG may be transported and stored in multiple lots.
- B. HHG Weight Allowance. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.
- C. Employee Financial Responsibility. If the employee removes items from storage, and the carrier bills the Gov't for that removal, the employee is financially responsible for any excess cost to the Gov't.

5678 SHORT DISTANCE MOVES

SIT is not authorized for local HHG moves when no PCS exists.

5680 FUNDS ADVANCE ([FTR §302-7.105/106](#))

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

BLANK PAGE

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION b: OCONUS POV TRANSPORTATION****5702 GENERAL**

- A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. POV Transportation Allowances. *POV transportation allowances are discretionary.*
- C. Authorization. POV transportation is authorized unless restricted by the AO or Service/Agency regulations.
- D. POV Shipment Information. Other requirements related to POV transportation, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).
- E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. See [FTR §302-9.302](#)
- F. POV Shipment Requirements. The POV must be:
1. In operating order, and
 2. Legally titled and tagged for driving,
- by a licensed traveler named on the relocation travel order (FTR §302-9.301).

5704 ELIGIBILITY

- A. Authorized Personnel. Personnel authorized POV transportation are a/an:
1. Employee transferred in the Gov't's interest, or
 2. New appointee, or
 3. Student trainee assigned the first PDS.
- B. Eligibility Determination. Commanding officers/designated representatives:
1. Who assign employees OCONUS, determine employee eligibility for POV transportation at Gov't expense.
 2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD employees.
 3. In CONUS, who assign employees OCONUS must:
 - a. Comply with the eligibility criteria established for the specific OCONUS area, and
 - b. Obtain clearance from the appropriate OCONUS command.

C. Criteria

1. When the employee agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Gov't's interest for the employee to retain the POV at the PDS.
2. A written record of any determination must be filed IAW personnel directives.

D. Conditions. A determination/re-determination that it is "in the Gov't's interest" for the employee to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the employee's and immediate family's convenience.
2. Local conditions make it desirable for the employee to have a POV.
3. POV use by the employee contributes to the effectiveness of the employee's job.
4. The POV type is suitable for local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the employee has agreed to serve at that PDS.

E. Employees Assigned to Johnston Island

1. An employee may transport one POV at Gov't expense from the port/VPC serving the old PDS to the port/VPC serving Hawaii, if Hawaii is the location the dependents reside during the tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawaii to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The employee is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawaii to the port/VPC from which the POV was originally transported to Hawaii.

5706 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT Gov't EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov't expense per Agency/Service determination. See [FTR §302-9.501](#).

5708 POV SIZE LIMIT

*Transportation at Gov't expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Gov't expense, is financially responsible for all costs resulting from the excess POV size (pars. 1015-C2h, 2000-C and 2125).

5710 CARE AND STORAGE

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

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

*B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the employee's expense (pars. 1015-C2h, 2000-C and 2125).

5712 SHIPMENT METHODS

A. Gov't Arranged POV Transportation

1. The TO determines the transportation mode.
2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

B. Personally Procured Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at Gov't expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Employees who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

A. General. POV transportation is not authorized when the employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries.

B. Exception. The Agency may authorize POV transportation when it is to the Gov't's advantage IAW par. 5704.

C. Car Ferry. See Ch 3, Part I for oceangoing car ferry use.

5716 TRANSPORTATION AUTHORIZED

- A. General. POV transportation may be authorized when any of the conditions in this par. are met.
- B. CONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- D. Tour of Duty Completed. POV transportation may be authorized when the employee:
1. Completes a tour(s) of duty at an OCONUS PDS where it was in the Gov't's interest for the employee to have a POV, or
 2. Was assigned to Johnston Island and had a POV transported to Hawaii IAW par. 5704-E, and
 3. Is returning to CONUS through transfer, or upon separation from service after completion of a tour of duty.
- E. Tour of Duty Not Completed. POV transportation may be authorized when the employee:
1. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Gov't's interest for the employee to have a POV, or
 2. Does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii IAW par. 5706-E, and
 3. Is returning, through transfer, for the Gov't's convenience and not at personal request.
- F. Transfer from OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV to an OCONUS PDS Where it is Not in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was in the Gov't's interest to have a POV, or
 2. Assigned on Johnston Island whose POV was transported to Hawaii IAW par. 5706-E, but
- is transferred to another OCONUS PDS where it is not in the Gov't's interest to have a POV, and the employee requests POV transportation to CONUS;
- G. OCONUS PDS Where It Was Not Initially in the Gov't's Interest to Have a POV Changed to a PDS that is in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was not in the Gov't's interest to have a POV, but due to changed circumstances, it is later determined that it is in the Gov't's interest to have a POV there, and
 2. Signs a service agreement IAW par. 5820; or

H. OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV Changed to a PDS that is *Not* in the Gov't's Interest to Have a POV

1. POV transportation may be authorized when an employee is stationed at an OCONUS PDS where initially it was in the Gov't's interest to have a POV, and due to changed circumstances the determination is rescinded.
2. The employee may elect either to keep the POV at the PDS or have it shipped back at Gov't expense to the port/VPC serving the actual residence.

5718 TRANSPORTATION NOT AUTHORIZED

POV transportation is not authorized when:

1. An employee is recruited at an OCONUS location for a first PDS duty in CONUS. ***NOTE: [Title 5 USC §5727](#) authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Gov't's interest for the employee to have had a POV at the OCONUS PDS ([68 Comp. Gen. 258 \(1989\)](#)).***
 - a. ***Example 1:*** An employee residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.
 - b. ***Example 2:*** An employee residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - c. ***Example 3:*** An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - d. ***Example 4:*** An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the Gov't's interest for the employee to have the POV in HI.
2. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. 5704 or 5820, unless determined that it is in the Gov't's interest ([CBCA 827-RELO, 4 October 2007](#)).

5720 RESTRICTED POV TRANSPORTATION

A. **General.** Transportation of a POV to an OCONUS area may be restricted or prohibited when:

1. The local Gov't:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
2. DoD Component regulations prohibit/advise against POV transportation to the PDS involved.

B. **Exception.** This does not apply for an employee, assigned on Johnston Island, who is authorized POV transportation to Hawaii under par. 5704-E.

5722 PORTS/VPCS USED

A. General. Transportation at Gov't expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the employee's new PDS. For an employee assigned to Johnston Island, transportation at Gov't expense is to the point authorized in par. 5704-E.

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

C. Alternate Ports/VPCs

1. A POV may be transported to an alternate designated port/VPC.
2. The Gov't's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS.
3. For an employee assigned to Johnston Island, the Gov't's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. 5704-E.
4. When an employee is authorized to return a POV at Gov't expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. 5704-E.
5. The employee may drive/transport the POV to a different port/VPC serving the destination specified by the employee. The Gov't's transportation cost liability is NTE the transportation costs from the port/VPC serving the employee's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).
6. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (App A1) when the employee purchases a replacement vehicle from a manufacturer and the POV is shipped to an employee.

5724 POV TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Gov't expense is:
 - a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. 5704-E.
2. ***Shipment may not be authorized at Gov't expense between CONUS port/VPCs for the employee's convenience.***
3. Transportation at Gov't expense includes port handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD Component must pay the entire cost of transporting the POV from the:

1. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
2. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation to the actual residence at time of appointment/assignment to an OCONUS PDS.

5726 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. Employee Pays for POV Transportation to/from Port/VPC. Reimbursement is:

1. Authorized if an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
2. Limited to the actual cost of having the POV transported between the:
 - a. Employee's old PDS or actual residence at the time of appointment, and the port/VPC,
 - b. Port/VPC and the employee's new OCONUS PDS, or
 - c. Port/VPC and the employee's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

B. Reimbursement when an Employee Chooses to Deliver/Pick up the POV to/from the Port/VPC (FTR §302-9.104)

1. Per Diem Not Allowed. *Per diem is not authorized when an employee/designated representative makes a separate trip to a port/VPC to deliver/pick up the POV.*
2. Status. Administrative leave and duty status incident to a PCS is addressed in [DoDI 1400.25, Vol. 630](#).
3. Overall Reimbursement Limitation
 - a. Delivery. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate.
 - b. Pick Up. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.
4. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:
 - a. Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
 - b. Port/VPC to the employee's new OCONUS PDS, or
 - c. Port/VPC to the employee's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

5. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. 2605 for one-way travel for the official distance traveled (as appropriate):

- a. To the port/VPC to deliver the POV, and
- b. From the port/VPC after reclaiming the POV.

6. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- a. From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- b. To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

7. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. 5726-B3 cost limitations.

- a. The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC. Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$35 for between port/VPC and airport transportation = \$81.
- b. The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 is \$180; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$295 for the one-way transportation cost of \$180 and one-way PCS MALT of \$115.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

C. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in App A1.

1. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. 2605 from the:

- a. Employee's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the employee travels there to drop off dependents);
- b. Passenger POE (where the employee drops off dependents) to the port/VPC;
- c. Port/VPC where the POV is reclaimed to the passenger POD (if the employee returns there to pick up dependents);
- d. Port/VPC or passenger POD (if the employee returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- a. The transportation cost for the employee or the employee and dependents, from the vehicle loading port/VPC to which the employee delivers the POV, to the passenger POE; or

- b. PCS MALT from the POE, at which the employee drops off dependents, to the vehicle loading port/VPC to which the employee delivers the POV, and the employee's return transportation to the POE;
- c. The transportation cost for the employee or employee and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- d. The employee's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the employee returns there to pick up dependents.

5728 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

- A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by an employee not permanently assigned in that non-foreign OCONUS area at the time of purchase, unless the POV is a replacement at the non-foreign OCONUS PDS.
- B. Exception. This par. prohibits only the transportation at Gov't expense incident to the employee's PCS following vehicle purchase.

5730 RENTAL VEHICLE REIMBURSEMENT WHEN POV TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

There is no authority for rental car reimbursement while awaiting POV arrival. Employees should check to see if the POV shipping contract contains rental provisions.

5732 REPLACEMENT POV SHIPMENT

A. General

- 1. When a POV, transported at Gov't expense to an OCONUS area (or to Hawaii for an employee assigned to Johnston Island) is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize replacement POV transportation.
- 2. Replacement POV transportation may be authorized IAW the conditions in par. 5732-B or 5732-C.
- 3. A replacement POV, available at the OCONUS PDS, must meet U.S. Gov't motor vehicle safety/emission regulations for transportation to a CONUS/non-foreign location.
- 4. See [USTRANSCOM Shipping Your POV Pamphlet](#), par. S for non-conforming POV transportation requirements.
- 5. The employee is responsible for any additional costs (including required bonded transport) ICW the import of a non-conforming POV. A non-conforming POV is not an adequate replacement vehicle since the employee would incur charges to transport the vehicle back to the CONUS.

B. Emergency Replacement. Emergency POV replacement may be authorized when:

- 1. The reasons for the need of a replacement POV are:
 - a. Beyond the employee's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
 - b. Acceptable to the DoD Component concerned; and
- 2. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A3).

C. Non-Emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The employee is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#));
2. It is in the Gov't's interest that the employee continues to have a POV at the OCONUS PDS; and
3. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A).

D. Limitations

1. One emergency replacement POV may be transported at Gov't expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Gov't expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

5734 POV TRANSPORTATION UNDER UNUSUAL CIRCUMSTANCESA. Transfer/Assignment between OCONUS PDSs

1. If the employee does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Gov't expense provided the maximum amount the Gov't pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawaii for an employee assigned on Johnston Island whose dependents reside in Hawaii.
2. If, due to changed circumstances at a PDS, it is no longer in the Gov't's interest for the employee to have a POV at the PDS, the employee may transport it at Gov't expense to another OCONUS PDS to which the employee is transferred if it is in the Gov't's interest for the employee to have the POV there.
3. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Gov't expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Gov't may not pay more than the transportation cost from the place to which it was last transported at Gov't expense.

B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Gov't's convenience, the Gov't may not pay for POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.

C. Agreement Not Completed and Employee Returns to CONUS for Separation

1. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is separating, the Gov't may not pay the cost of POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Gov't may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't

1. An employee, separating because the agreed minimum period of service is completed or for reasons acceptable to the Gov't, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Gov't expense to the port/VPC serving the employee's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world, but the Gov't's POV transportation cost may not exceed the cost from the port/VPC serving the employee's OCONUS PDS to the port/VPC serving the employee's actual residence.
3. Any excess costs are the employee's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

5736 EXCESS COST COLLECTION

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

5738 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the Gov't's advantage, and the employee must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port/VPC on the day the employee arrives to reclaim it, and the employee awaits POV delivery to continue PCS travel, provided, the designated port authority certifies that the employee acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

BLANK PAGE

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION c: POV STORAGE****5740 CARE AND STORAGE**

- A. Gov't Responsibility. The Gov't's responsibility begins when the POV is accepted for storage and continues (including during continued storage at the traveler's expense) until the POV is delivered to the traveler.
- B. Employee Responsibility. See the [SDDC](#) website, and "[Storing Your POV](#)" for the traveler's responsibilities and other requirements related to POV storage.
- C. Limitations. Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.
- D. Additional POVs. An employee is financially responsible for storage and/or transportation of additional POVs.

5742 STORAGE ICW CONTINGENCY OPERATIONS TCS (CIVILIAN ONLY)

- A. General. The term "contingency operations" under 10 USC §1482a(c)(2) includes humanitarian operations, peacekeeping operations, and similar operations. This definition is in addition to the App A definition of contingency operations.
- B. Eligibility. An employee/dependent is eligible to have one POV temporarily stored at a storage facility if the employee is:
1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and
 2. Eligible for expenses authorized in JTR, Ch 5, Part B15(FTR Part 302-3), and
 3. The head of the agency determines it would be to the Gov't's advantage to authorize storage of a POV.
- C. Limitations
1. Not more than one POV at any given time during the TCS period.
 2. Only one POV may be stored at Gov't expense for the duration of the TCS.
- D. Location. POV storage may be at a place determined to be reasonable by the Agency concerned whether the POV is already located at, or is being transported to, the post of duty ([FTR, §302-9.401](#)).

E. Expenses

1. Allowable expenses for the temporary storage of the POV owned/leased by the employee/dependent that is used for personal use of the employee/dependent include:

- a. Necessary expenses for actual storage,
- b. Readying the POV for storage and for return to the traveler after the emergency has ended,
- c. Local transportation expenses to and from storage, and
- d. Other necessary expenses relating to storage and transportation.

*2. POV insurance costs, while in storage, are the employee's financial responsibility (pars. 1015-C2h, 2000-C and 2125).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 7: MOBILE HOME TRANSPORTATION

5744 SCOPE

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

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

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

5746 ELIGIBILITY

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

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

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

5750 GEOGRAPHIC LIMITATIONS ([FTR, §302-10.4](#))

A. Origin/Destination Points

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

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

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

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

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

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

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

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

5752 TRANSPORTATION

A. General

1. Scope. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.
2. Example. An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.
3. Maximum Allowances. The employee's maximum allowances are determined by using the 'Best Value' methodology for the channel times the maximum weight (18,000 lbs.). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under DP3 business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.

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

C. Employee with Employee Spouse/Domestic Partner

1. Combined Weight Allowances. When both spouses/domestic partners are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum Gov't cost liability to move their mobile home when each employee is authorized:
 - a. A mobile home allowance, and
 - b. Movement of a mobile home on a PCS order.
2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC calculation.

D. Employee with Uniformed Member Spouse/Domestic Partner

1. Combined Weight Allowances. When one spouse/domestic partner is an employee and the other a uniformed member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the Gov't's cost liability to transport their mobile home.
2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC.

E. Limitations

1. Reimbursement. Reimbursement is NTE what the Gov't would incur for HHG transportation and 90-days of HHG SIT ([FTR, §302-10.1](#)).
- *2. Employee Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means (pars. 1015-C2h, 2000-C and 2125).

5754 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

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

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

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

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

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

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

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

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

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

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

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

5756 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER

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

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

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

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

E. Preparation (FTR, §302-10.204).

1. Reimbursable Costs. In addition to the allowances in pars. 5756, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. 5752-E for transportation cost limitations.

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

3. Preparation Costs Allowed (FTR, §302-10.204). Preparation costs include:

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

F. Mobile Home Towed by POC

1. Allowances

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

2. Preparation Costs Allowed ([FTR, §302-10.204](#)). See par. 5756-E.

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) ([FTR, §302-10.5](#))

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

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

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

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

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

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

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

J. Mobile Home Moved by Overland Towing. Reimbursement:

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

5758 GOV'T PROCURED TRANSPORTATION

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

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

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

D. Allowance Limitations. The employee may not:

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

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

F. Costs Allowed. Costs allowed include charges for:

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

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

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

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

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

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

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

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

A. **CONUS.** If the employee dies:

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

B. **OCONUS**

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

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

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

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

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEES ONLY****SECTION 9: TEMPORARY LODGING****SUBSECTION a: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)
GENERAL INFORMATION****5772 PURPOSE**

Except as prescribed in par. 5636-E, TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*.

5774 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c, and
2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b.

B. Foreign Transfer Allowance (FTA). See [DSSR Section 240](#) in par. 1260 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE Authority. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. 5688-B*. See [CBCA 2311-RELO, 19 April 2011](#).
3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).
4. Denied Reimbursement
 - a. The AO may deny reimbursement of any claimed TQSE lodging/meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid.
 - b. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply.
 - c. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee.
 - d. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.

e. See DoD FMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. 2705.

f. See GSBGA decisions: [15583-RELO, 14 August 2001](#), [15818-RELO, 20 May 2002](#), and [16076-RELO, 27 August 2003](#).

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method ***before any part of the travel order (including the HHT) has been executed*** is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed ***if the travel order (including the HHT) has been executed***. See par. 5774-D5c below for an exception based on clerical error.

c. Travel Order Error

(1) IAW GSBGA [16793-RELO, 23 Jan 2006](#), changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order.

(2) GSBGA [16793-RELO, 23 Jan 2006](#) states, "As DoD points out in its submission to us, as a general rule, a DoD Component may not retroactively change a travel order.

(3) An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBGA [16437-RELO, 22 Sep 2004](#).

5776 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBGA [14888-RELO, 10 May 1999](#)).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction.

(1) An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order.

(2) TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate if the employee chooses to have a house built if there is an existing inventory of affordable housing.

(3) See par. 5802-B2a(2) ICW delayed occupancy of new permanent private sector housing because of unanticipated problems.

2. The AO may determine that temporary lodging initially occupied that eventually becomes an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
 - a. Lease duration,
 - b. HHG movement into the lodging,
 - c. Lodging type,
 - d. Expressions of intent,
 - e. Attempts to secure permanent private sector housing, and
 - f. Time length the employee occupied the lodging.

NOTE: See GSBKA [15986-RELO, 24 February 2003](#) for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

5778 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;
2. A PCS is authorized and the *new* PDS is located in CONUS or in a non-foreign OCONUS area. *The old PDS may be anywhere in the world.;*
3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 1 year after the employee's effective date of transfer, unless that time is extended as in par. 5518.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:
 - a. Are unique to the individual employee and/or dependents,
 - b. Are reasonably related to the transfer,
 - c. Have been adequately reviewed, and
 - d. Justify TQSE payment ([FTR §302-6.9](#)) ([CBCA 3319-RELO, 1 November 2013](#)).
2. Vacations. A *TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS* ([FTR §302-6.302](#)).

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. 4905-C3.)*

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. 4955; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA [15569-RELO, 12 July 2001](#)).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)1. General

- a. TQSE will be paid by the gaining activity when an employee returning from an assignment in a foreign area is placed through the PPP.
- b. For such moves, TQSE is a non-discretionary allowance and must be authorized and paid by the gaining activity when the employee meets the eligibility requirements in par. 5560.
- *c. TQSE for PPP is authorized IAW procedures outlined in Ch 5, Part B9.

*2. Time Limitations

*a. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

*b. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE): Extensions may be authorized only if the AO determines there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy.

*(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

*(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); ([GSBCA 15455 -RELO, 26 June 2001](#), [GSBCA 16646 -](#)

[RELO, 8 August 2005](#), and par. 5776-B1c).

*(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

*(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

*(5) Similar factors.

*c. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

*d. TQSE(AE) period extensions are not automatic and must be held to a minimum.

*e. *TQSE(AE) must never be paid for more than a total of 120 days.*

3. TQSE(LS)

a. The AO, *not the employee*, determines if TQSE(LS) is offered.

b. If the AO offers, and the employee accepts TQSE(LS), it must be authorized for 30 days.

c. *TQSE(LS) is limited to 30 days, with no extensions under any circumstances.*

5780 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the DSSR ([5 USC §5941](#)); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances ([52 Comp. Gen. 962 \(1973\)](#)).

c. TLA (see Ch 9, Part C) and TLE (see Ch 5, Part A) as long as payments cover different expenses. *Duplication of allowances 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 \(1975\)](#)).

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances* ([FTR §302-6.16](#)).

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area ([DSSR 122.1](#)). See CBCA [798-RELO, 7 November 2007](#).

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the

employee's arrival date at the new CONUS or non-foreign OCONUS area PDS ([DSSR 124.2](#)) unless a DoD Component determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date ([DSSR 122.2](#). See CBCA [1214-RELO, 6 November 2008](#)).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part B15.

5782 DOCUMENTATION

The [DD Form 2912, Claim for Temporary Qtrs Subsistence Expense \(TQSE\)](#) is available to document TQSE expenses for reimbursement.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 11: SERVICE AGREEMENTS

SUBSECTION e: AGREEMENT VIOLATION

5846 AGREEMENT VIOLATION

A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.

*B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part (pars. 1015-C2h, 2000-C and 2125).

C. Agreement Violation. A violation includes failure to:

1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
2. Report for duty;
3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
4. Use travel and transportation allowances within a reasonable time after separation.

5848 AGREEMENT VIOLATION PENALTIES ([FTR §302-2.14](#))

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the Gov't all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. 5854 and 5856 for agreement violations.

5850 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21); or
2. Duplication of travel and transportation allowances under separate statutes.

5852 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,
2. Who:
 - a. Does not arrive at the new PDS, or
 - b. Upon arrival at the new PDS refuses to perform the mission, or

c. Resigns

is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

3. May be indebted to the GOV'T for travel, transportation, and relocation expenses incurred on behalf of an employee under other circumstances in this Chapter ([CBCA 3804-RELO, 24 June 2014](#)).

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;
2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer1. Travel and Transportation Allowances Determination

- a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.
- b. A determination must be made prior to processing the employee's separation.
- c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

- a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.
- b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.
- c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the Gov't, the officer must immediately initiate collection IAW appropriate finance directives.

5854 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the Gov't's interest; or
2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the Gov't for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. **Example 1**. An employee at PDS A is required to serve 12 months.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. After serving 4 months at PDS B, the employee resigns.
 - c. Under these conditions, the employee is indebted to the Gov't for the travel and transportation allowances and cost paid by the Gov't ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. **Example 2**. An employee at PDS A signs a 12-month service agreement.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. The employee serves 7 months at PDS B and then resigns.
 - c. The total service at PDSs A and B is 13 months.
 - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
 - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

5856 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves Gov't service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Gov't for travel and transportation allowances and costs associated with the move to that PDS (see par. 5848) of:
 - a. The employee;
 - b. The employee's dependents;
 - c. HHG including SIT and NTS of HHG;
 - d. A POV; and
 - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See [B-184948, 18 November 1975](#).
4. Pars. 5856-A and 5856-B apply to each OCONUS employee.
5. Additional penalty conditions in par. 5856-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons *unacceptable* to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.
2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.
3. Is *not* authorized to return POV transportation.
4. May *not* be provided Gov't funded commercial transportation.
5. Who has insufficient funds, may be authorized repatriation transportation in par. 7430.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:
 - a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;
 - b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
 - c. HHG transportation (including SIT) from the former PDS to the last PDS;
 - d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and
 - e. The MEA paid for a transfer from a former to the last PDS.
2. Unused Allowances Accrued under a Prior Agreement
 - a. The employee is authorized:
 - (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.
 - (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.
 - (3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Gov't

service.

- b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.
- c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.
- d. If the amount available to be applied to these costs equals/exceeds the costs, the Gov't may procure and pay for such transportation in full.
- e. If the amount available is less than the cost, the Gov't may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.
- f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.
- g. Additional penalty conditions for DODEA teachers are in par. 5856-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

- a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:
 - (1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;
 - (2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and
 - (3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.
- b. If the PDS is different, the employee is:
 - (1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.
 - (2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from Gov't service. These credits and any remaining liability are computed as in par. 5856-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. 5848), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or Qtrs value repayment responsibility.

5858 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.
2. The common user tariff rate must be used in computing the AMC transportation cost.
3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.
4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Gov't cost, without tax, for the accommodations furnished under par. 3045. The employee must be allowed appropriate credit for Gov't-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the Gov't

1. An employee's financial responsibility to the Gov't must be based on travel to/from the first PDS following a period of RAT.
2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are *not* the employee's financial responsibility.

G. Return Travel Costs

1. Gov't's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Gov't's obligation is fulfilled.
2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:
 - a. Is authorized Gov't transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.
 - b. May be authorized repatriation transportation (see par. 7430) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. 7430 are met.
 - c. May provide the transportation and be reimbursed for the Gov't's share upon submission of an appropriate voucher.
 - d. Must furnish receipts for claimed expenses. See par. 2710 and DoD FMR 7000.14-R, Volume 9.
 - e. Is responsible for reimbursement of the Gov't's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. 2415.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

**SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT**

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. 2600 prescribes current TDY mileage rates and par. 2605 prescribes current MALT rate.

| EMPLOYMENT HISTORY | |
|--|--|
| Name, Designation, Grade | Richard A. Rowe, Administrative Assistant GS-9 |
| Official Station | Munich, Germany |
| Actual Residence | Buffalo, NY |
| Dependency Status | Single, no dependents |
| Service Record | Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army. |
| TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT | |
| LIABILITIES | |
| Round trip rail transportation from Munich, GE, to Frankfurt, GE | \$ 28.00 |
| Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ | 162.00 |
| Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport) | 7.00 |
| Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY | 52.00 |
| Per diem to and from Munich, GE (tabulate number of days to appropriate rates) | <u>+\$ 16.00</u> |
| TOTAL | \$265.00 |
| CREDITS | |
| Rail transportation from Munich, GE, to Frankfurt, GE | \$ 14.00 |
| AMC transportation from Frankfurt, GE, to McGuire AFB, NJ | 81.00 |
| Transportation service from McGuire AFB, NJ, to Philadelphia, PA | 3.50 |
| Commercial air transportation from Philadelphia, PA, to Buffalo, NY | 26.00 |
| Per diem from Munich, GE, to Buffalo, NY | <u>+\$ 8.00</u> |
| TOTAL | \$132.50 |
| Liability \$265 - Credit \$132.50 = \$132.50 due to the Gov't. There is no further Gov't liability. Statement approved: | |
| _____ A. B. Person, Civilian Personnel Officer 17 January 2011 | |
| Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Gov't for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Gov't expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense. | |

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 lbs.) are transported to London at Gov't expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 lbs.) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Gov't expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 lbs.) were transported at Gov't expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from Gov't service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

| | |
|---|---------------------|
| Transportation for self, spouse, and son from London to Washington, DC | \$ 627.00 |
| Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin | 944.00 |
| Transportation of dependent parent from London to Berlin | 131.00 |
| Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin | 7.50 |
| Per diem for spouse, son, daughter, and dependent parent from London to Berlin | 6.00 |
| Packing, drayage, and storage of HHG in London | 140.00 |
| Crating, drayage, transportation, and unpacking of HHG from London to Berlin | 275.00 |
| Miscellaneous Expense Allowance | <u>+\$ 1,000.00</u> |
| TOTAL | \$3,130.50 |

(3) Credits

| | |
|---|-------------------|
| Transportation of self, spouse, son, and dependent parent from London to Washington | \$ 836.00 |
| Packing, crating, drayage of HHG in London | 90.00 |
| Transportation, SIT and unpacking of HHG (8,750 lbs.) from London to Washington | 1,240.00 |
| Per diem for employee, spouse, son, and dependent parent from London to Washington | <u>+\$ 12.00</u> |
| TOTAL | \$2,178.00 |

(4) Liability \$3,130.50 - Credit \$2,178 = \$952.50 due to the Gov't. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 lbs. of HHG are transported to Ankara at Gov't expense. The son remains in Atlanta to attend school and at the end of nine months travels at Gov't expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished Gov't transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from Gov't service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

| | |
|---|-------------------|
| Transportation for spouse and son (Ankara to Atlanta) | \$ 500.00 |
| Transportation HHG (8,700 lbs. gross packed and crated at time of violation) from Ankara to Atlanta | 840.00 |
| Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta | <u>+\$ 180.00</u> |
| TOTAL | \$1,520.00 |

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340. Since the employee was authorized a credit of \$1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Gov't paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

BLANK PAGE

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART A: TRAVEL ICW LEAVE****SECTION 8: LODGING ICW LEAVE/AUTHORIZED ABSENCE****MEMBERS ONLY****7050 LODGING REIMBURSEMENT DURING AN AUTHORIZED ABSENCE WHILE TDY IN SUPPORT OF A CONTINGENCY OPERATION**

A. Authorized Absence. For the purpose of this par., this term means that the:

1. Member is in an authorized leave status, or
2. Member's absence is otherwise authorized under regulations prescribed by the Secretary Concerned ([37 USC §474b\(d\)](#)).

B. General. A member in a TDY status:

1. Deployed in support of a contingency operation; and
2. Who retains lodging at the TDY location during an authorized absence;

may be reimbursed lodging expenses as a miscellaneous reimbursable expense (App G).

C. Eligibility. Lodging retained at the TDY location is reimbursable when the member:

1. Is TDY in support of a contingency operation for more than 30 days, *and*
2. Immediately before taking the authorized absence, was performing duty away from the member's home/PDS, *and*
3. Was receiving per diem for lodging expenses because Gov't Qtrs were not available at no cost to the member, *and*
4. Returns to the TDY location before the end of the authorized absence.

D. Reimbursement

1. Limitations

a. During an authorized absence, per diem is not authorized for a member who is returning to the PDS/home for the weekend.

b. Lodging retained at the TDY station is a reimbursable expense (App G).

2. 'Lodging Plus'

a. Lodging retained during an authorized absence is a reimbursable expense (App G).

b. Lodging reimbursement must not exceed the lodging portion of the per diem rate for the TDY location for each day.

3. Flat Rate Per Diem Allowance. If the traveler is paid a long term flat rate per diem allowance (55% or 75%) IAW par. 4250:

- a. The traveler is authorized out of pocket expense reimbursement.
- b. Reimbursable lodging expenses (App G) may not be more than what the traveler would have received if the authorized absence had not been taken.
- c. Example

1. 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. 4250) and renting an apartment (\$1,200/month).
2. 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)
3. The traveler is reimbursed \$50.05/day x 30 days = \$1,501.50 per 30-day month for lodging.

Scenario 1

1. The traveler returns to the PDS once during the first month. The traveler is not paid per diem for the 2 days/nights spent at the PDS.
2. The traveler incurs \$40 (i.e., \$1,200/30 days) per night lodging expenses.
3. Since the traveler is authorized \$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$80 for retained lodging expense incurred during an authorized absence.

Scenario 2

1. The traveler takes 7 days leave during the third month. The traveler is not paid lodging per diem for 7 days/nights of leave.
2. The traveler is authorized \$50.05 per night per diem for lodging, but only incurred \$40 per night lodging cost, the traveler is reimbursed \$280 for retained lodging expense incurred during the authorized absence.

7055 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION

A. General. A member may be reimbursed for TDY lodging expenses as a reimbursable expense (App G) when the member:

1. Is TDY to a location for more than 30 days, and
2. Takes leave from the TDY location to the evacuated dependents' safe haven location.

B. Eligibility. A member is eligible for reimbursement for lodging retained at the TDY location, when the member:

1. Receives per diem to cover TDY lodging expenses because Gov't Qtrs are not available at no cost to the member, and
2. Returns to the TDY location immediately after completing the authorized leave.

*C. Reimbursement. The member is authorized reimbursement for lodging retained at the TDY location, during leave, NTE the lodging portion of the per diem rate for the TDY location for each day.

BLANK PAGE

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 primary residence or 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 primary residence 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 primary residence 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. Primary Residence,
- b. Place of unit assignment, or
- *c. Place from which called (or ordered) to active duty (NTE cost for travel between the duty station and primary residence).

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 when a Member Does Not Commute

*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. The member's primary residence shall be used to determine eligibility for travel and transportation allowances except as in par. 7355-B1. The RC member may begin travel from a location other than the primary residence. If the RC member begins travel from a PLEAD other than the primary residence, transportation allowances are authorized from the PLEAD to the duty location, but NTE the cost of transportation between the member's primary residence and duty location, and return to the PLEAD or primary residence.

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 when a Member Does Not Commute

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. The member's primary residence shall be used to determine eligibility for travel and transportation allowances except as in par. 7355-B1. The RC member may begin travel from a location other than the primary residence. If the RC member commences travel from a PLEAD other than the primary residence, transportation allowances are authorized from the PLEAD to the duty location, but NTE the cost of transportation between the member's primary residence and duty location, and return to the PLEAD or primary residence.

(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 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty. | Ch 3 applies | Ch 4 applies | Not authorized if the injury is a result of the member's gross negligence or misconduct |
| Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve | Not authorized; however, an allowance for Muster Duty is IAW DoD FMR, Volume 7A, par. 580105.A | Not authorized | Must be engaged in muster duty for a period of at least 2 hours. DoD FMR, Volume 7A, par. 580105.A for the effective rate. |

BLANK PAGE

CHAPTER 10: HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

MEMBERS ONLY

10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living Qtrs allowance (LQA) or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner Owned Multiple Occupancy Dwelling. A member/owner owned duplex, triplex or other type of multiple occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. Gov't Qtrs. Gov't Qtrs include:

1. U.S. Gov't owned or leased sleeping accommodations or family type housing;
2. Lodging or other Qtrs obtained by U.S. Gov't contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;
4. Sleeping or housing facilities furnished by a foreign government on the Gov't's behalf; and
5. Qtrs in a state owned National Guard camp.

For BAH, Gov't Qtrs do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. Gov't Qtrs that have been converted to privatized housing are, by definition (App A1), no longer Gov't Qtrs.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov't Qtrs.
4. Par. 10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);
2. Overseas Housing Allowance (OHA) (pars. 10020 –10032);
3. Family Separation Housing (FSH) (par. 10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);
6. Transit Rate (BAH-T) (par. 10012); and
7. RC Rate (BAH-RC) (par. 10014).

*H. Primary Residence. See definition of Primary Residence of Reserve Component (RC) Member in App A1.

10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter.

OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov't Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

a. The PDTATAC determines adequate housing costs in a MHA for all members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.

b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.

c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

a. The PDTATAC determines adequate housing costs in a locality for all members authorized OHA by location.

b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.

c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K1, par. A.

3. FSH Rates

a. The FSH-B rate is the same as the without dependent BAH rate for the same location.

b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

Part A: General Information (Members Only)

C. Gov't Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov't Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables 10A-1, 10A-2, and 10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

- a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or
- d. Upon assignment to Gov't Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

| DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS | | |
|---|--|--|
| Table 10A-1 | | |
| Rule | If a member: | then BAH or OHA at the with-dependent rate begins on the date: ¹ |
| 1 | enlists, or is called to EAD | of enlistment or entry on active duty, if the member is not assigned Gov't Qtrs for the member and dependents on that date. |
| 2 | is appointed to commissioned/warrant officer status | active duty pay begins, if the member is not assigned Gov't Qtrs for the member and dependents on that date. |
| 3 | occupies Gov't Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order | of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated. |
| 4 | occupies Gov't Qtrs with dependents and the | on which designation of inadequacy of Qtrs is effective, if |

| | | |
|---|---|---|
| | Qtrs are declared inadequate | the member and dependents continue to occupy such Qtrs. |
| 5 | acquires a dependent (marriage, birth, adoption, etc.) ² | the dependent is acquired, if the member is not assigned Gov't Qtrs for member and dependent(s) on that date 3/ Table 10E-3. |
| 6 | acquires a dependent while in an unauthorized absence status | the member is returned to a pay status after apprehension or surrender, if member is not assigned Gov't Qtrs for the member and dependents on that date. ⁴ |
| 7 | claims dependent parent | determined/approved by authority shown in Table 10B-1 or 10B-2. |
| 8 | claims doubtful dependent | |

¹ Payment of OHA requires a lease agreement or a verifiable purchase price.

² Includes dependent acquired while member is on authorized leave.

- ³
- a. Applies to sole dependent of officer or enlisted member.
 - b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
 - c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
 - d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

⁴ If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

| DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS | | |
|---|---|--|
| Table 10A-2 | | |
| Rule | If the sole dependent: | then stop with-dependent housing allowance at midnight of the day: |
| 1 | dies | of death. |
| 2 | is divorced ¹ | of the final decree of divorce. ¹ |
| 3 | is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree | before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. ² |
| 4 | is a spouse in an invalid (void) marriage | before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005. |
| 5 | becomes of age (except a child who is incapable of self-support because of mental or physical incapacity) | before the child's 21st birthday (or 23 rd birthday if a full time student). ⁴ |
| 6 | marries (regardless of age, or mental or physical incapacity) | of the child's marriage. This applies even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date. |

| | | |
|----|--|---------------------------------------|
| 7 | is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship | before date of adoption. ³ |
| 8 | is adopted by a third party and a final order or decree has been entered | before date of adoption. |
| 9 | enters military service | before day of entry into service. |
| 10 | is one who must be “in fact” dependent on member, and such dependency ceases | before date dependency ceases. |

¹ Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child’s parent.

² Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

³ A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

⁴ See par. 10108 regarding dependents over age 21.

| DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES | | |
|---|---|--|
| Table 10A-3 | | |
| Rule | A | B |
| | If a member: | then stop BAH or OHA at 2400 hours of the day: |
| 1 | is furnished Gov’t Qtrs at the PDS, adequate for the member and dependents | before the day Qtrs are assigned (or before the day occupancy begins, if definite assignment was not made). ¹ |
| 2 | is furnished Qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents | before the day Qtrs are furnished. |
| 3 | and dependents occupy inadequate Gov’t Qtrs which are rehabilitated and designated as adequate Gov’t Qtrs | before the effective date of re-designation as adequate Gov’t Qtrs. |
| 4 | is absent without leave | Table 10E-2. |
| 5 | is discharged or released from active duty | of discharge or release. |
| 6 | is retired | before the retirement effective date. |
| 7 | Dies | of death. |

¹ When dependents are prevented from occupying the assigned Qtrs because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member’s station via a direct route.

10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than Gov't housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. 10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. 10006-A. Service regulations must prescribe liquidation procedures for advances made under par. 10006-E.

10008 BAH DIFFERENTIAL (BAH-DIFF)

A. General. [BAH-DIFF](#) is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. *A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.*
2. A member not assigned to Gov't Qtrs, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).
3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child(ren) is/are in another active duty member's custody (including a former spouse), who is assigned to Gov't owned/leased family type Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child(ren) (pars. 10120, 10122, 10124, 10126 and 10206).

10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single type Qtrs or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized [BAH-Partial](#).

B. Conditions

1. A member without dependents assigned to single type adequate Gov't Qtrs at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. 10400-D and 10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate Gov't Qtrs, or is assigned Gov't Qtrs but elects not to occupy such Qtrs and resides in private Qtrs at own expense, is considered to be assigned to Gov't Qtrs and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.
3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type Gov't Qtrs and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type Gov't Qtrs and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type Gov't Qtrs is not authorized BAH-Partial.
5. A member occupying single type Gov't Qtrs whose dependents reside in family-type Gov't Qtrs, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family Qtrs are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family type Gov't Qtrs.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Gov't Qtrs before confinement and remains assigned to such Qtrs during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single type Gov't Qtrs, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Gov't family Qtrs assigned to the spouse when the ship is in port, is a member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain Qtrs therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single type Gov't Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A member without dependents is not authorized BAH-Partial when assigned to Gov't single type Qtrs (including Gov't leased Qtrs) that exceed the minimum standards of single Qtrs for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. *The privatized barracks are defined as Gov't Qtrs for the purposes of the test.* For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego

a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the Qtrs and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the Qtrs and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov't Qtrs. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. 10416).

10014 RC RATE (BAH-RC)

BAH-RC rates are established by the SECDEF and are determined and set forth in par. 10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. 10428).

10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. 10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. 5136 and 10406).

Effective 1 January 2016

10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. ***This authority expires 31 December 2016.***

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.
2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. ***There is no rate protection of temporary increased rates.*** The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. ***No Locations at this Time***

10020 OHA - GENERAL

NOTES:

1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.

2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.

4. Disciplinary action addressed in par. 1035 applies when housing allowances are used for other than the purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. App M3 for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (par. 10026 and App N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and MALT Plus. OHA is not payable on the arrival day when MALT Plus per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in App K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. 10400-B or 10402-B.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, App K.

10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. The term “private sector housing” includes a mobile home or boat. The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent:

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. 10022-C for a member owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.***
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

B. Sharers. **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer’s prorated share of the rent paid or the maximum rental established for the sharer’s grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA “Miscellaneous” (par. 10026 and App N for specific rules) receives a full rather than prorated allowance. ***Only one sharer may claim reimbursement for any individual rent or security related expense.***

NOTE: A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par. 10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.*** **NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.**

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. *A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.*

c. To determine the monthly [OHA](#) rental equivalency when adding a loan described in par. 10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' *starts from the loan start date*.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

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

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

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

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive the [utility/recurring maintenance allowance](#).

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. 10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. 10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. 10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. 10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

| Climate Code Utility Points App K OHA Locality Tables | | | |
|--|-----|----------|------|
| | 3 | 2 | 1 |
| | Hot | Moderate | Cold |
| Electricity | 3 | 3 | 3 |
| Heating | 1 | 2 | 3 |
| Air Conditioning | 3 | 2 | 1 |
| Water | 1 | 1 | 1 |
| Trash Disposal | 1 | 1 | 1 |

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

| Utility/Recurring Maintenance Allowance Payment Percentage | |
|---|-----|
| 0 | 0 |
| 1-2 | 25 |
| 3-4 | 65 |
| 5-9 | 100 |

10026 MOVE IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. ***MIHA is not payable to a member occupying Gov't or Gov't leased housing. MIHA does not cover move-out costs.*** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security related expenses. Instructions for completing this form are found in App N. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed in App N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov't funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
 - a. Local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Gov't funded;
 - b. Member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
 - c. Member moves from Gov't Qtrs to private sector housing under par. 5258-5 (Separation) or par. 5258-6 (Retirement).

4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See [App K3](#) to determine reportable/non-reportable MIHA Miscellaneous expenses and the [Overseas Housing Allowance Query](#) to determine the amount payable. **Only one payment is authorized at a PDS unless par. 10026-B2 applies.**
 - b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov't that the member must pay before/upon occupying a dwelling. **Expenses deferred until lease termination are not MIHA/Rent.** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (App N, par. C).
 - c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See App N, par. D for qualifying areas and additional rules.
5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See App N, pars. C and D.
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

10028 OHA ADVANCE PAYMENT

See App K2 for detailed information on areas with rental advance protection under OHA.

A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. 10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC App K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - a. Law,
 - b. Local custom for everyone, including local nationals, or
 - c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S.

Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in App M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: SPP/Allowances Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301.

NOTE: Once a location is authorized by PDTATAC and listed in App K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par, 10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. 10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. 10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. Service regulations for currency fluctuation loss/gain procedures.

10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by App M, or PDTATAC.

10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in App K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Gov't owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 7640.

10036 OHA AND LIVING QUARTERS ALLOWANCE (LQA) PAID CONCURRENTLY

A. General. A member is entitled to OHA at the with dependents rate even if the member's dependent spouse receives a living quarters allowance (LQA). See DSSR, Chapter 100, Section 130 and the DoD Civilian Personnel Manual - DoD 1400.25-M, Subchapter 1250. Questions pertaining to LQA should be directed to the employee's CPO/CPAC.

B. JTR Limitations. *The JTR has no authority to determine/control eligibility and/or entitlement of LQA for an employee.*

APPENDIX A: DEFINITIONS & ACRONYMS

PART 1: DEFINITIONS

As used in the JTR, and unless otherwise specifically provided in the JTR, the following definitions apply.

ACADEMY, SERVICE (Members Only). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy ([37 USC §410\(a\)](#)).

ACCOMMODATIONS

A. **FEMA-Approved Accommodations.** Any place of public lodging listed on the [National Master List of Approved Accommodations for Federal Travelers](#). This list is compiled, periodically updated, and published in the Federal Register by FEMA.

B. Common Carrier

1. Other Than Economy/Coach

a. First Class (see par. 3510-A). First class:

(1) Is the highest accommodations class, for cost and amenities, offered by:

- (a) Airlines,
- (b) Trains, and
- (c) Ships.

(2) Includes ship suites, bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach on trains.

b. Business Class. Business class is:

(1) Other than the least expensive unrestricted economy/coach accommodations offered by airlines, trains, or ships that is higher than economy/coach and lower than first class for cost and amenities.

(2) Referred to as business, business elite, business first, world business, connoisseur, or envoy, depending on the airline/train/ship.

(3) Also a service class offered on extra fare trains (e.g., AMTRAK Acela Express).

(4) Found in par. 3510, ICW business class transportation authority (restricted to the two star flag level and civilian equivalents).

2. Economy/Coach. Economy/coach:

a. Is the least expensive unrestricted accommodations offered by airlines/trains/ships that includes a service level available to all passengers regardless of the fare paid.

b. Applies when an airline/train/ship offers only one accommodations class that is sold as economy/coach (i.e., some airlines/trains/ships only offer true business class/true first class and are not to be mistaken for this one accommodations class).

c. Includes:

- (1) Tourist Class on airlines, and
 - (2) Reserved Coach and/or Slumber Coach on overnight train travel.
3. Slumber Coach. The least expensive sleeping accommodations available on a train.
4. Extra Fare Train. A train that operates at an increased fare due to the train's extra performance (e.g., faster speed or fewer stops).
5. Single Class. This term applies when an airline offers only one class of accommodations to all travelers ([41 CFR §301-10.121](#)).

C. Public Accommodations. Any inn, hotel, motel, or other establishment within the U.S. that provides lodging to transient guests, excluding establishments:

1. Owned by the Gov't;
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

D. Accommodation Types. Accommodation types are seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities, including:

1. Air Economy/Coach/Air Tourist. Available on commercial airlines at rates lower than other than economy/coach accommodations.
2. Coach or Chair Car (Train). A type that does not have sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

ACTIVE DUTY (Members Only). Full time duty in the active service ([37 USC §101\(18\)](#)) of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. *A member is on active duty while in a travel status or while on authorized leave.*

ACTIVE DUTY FOR TRAINING (ADT) (Members Only). Full time training duty in the active military service training a Ready Reserve member to acquire/maintain required military skills. It includes initial basic training, advanced individual training, annual training (AT), and full time attendance at a school designated as a Service school by law or by the Secretary Concerned.

ACTIVE GUARD AND RESERVE (AGR). Active duty performed by a member of a RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive or more days for the purpose of organizing, administering, recruiting, instructing, or training the RCs ([10 USC 101\(d\)6](#)).

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the JTR limit, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL RESIDENCE (Employees Only). The fixed or permanent domicile of a person that can be justified as a bona fide residence. Also referred to as the home of record (HOR). For a separating employee concluding an OCONUS assignment, the actual residence is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service agreement signed by the employee prior to departure to an OCONUS PDS. The employee is authorized return travel and transportation expenses to the actual residence. [GSBCA 16265-RELO, 19 December 2003](#).

ACQUIRED DEPENDENT (Members Only). A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include dependents or children born of a marriage that existed before the beginning of a current tour.

ADMINISTERING SECRETARY OR SECRETARIES. As defined in [37 USC §451\(a\)\(1\)](#).

1. Armed Forces (including the USCG when operating as a Service in the USN): Secretary of Defense.
2. USCG (not operating as a Service in the USN): Secretary of Homeland Security.
3. NOAA: Secretary of Commerce.
4. USPHS: Secretary of Health and Human Services.

ADVANCED TRAVEL OF DEPENDENTS (Members Only). The movement of dependents based on a PCS order, but before member travel.

AGENCY

A. Includes:

1. An Executive Agency, as defined in [5 USC §105](#);
2. A Military department;
3. An office, Agency, or other establishment in the legislative branch; and/or
4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. Gov't controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses; or
4. Office, Agency, or other establishment in the judicial branch.

ALTERNATE PLACE (Members Only). A CONUS/non-foreign OCONUS place authorized/approved by the Secretarial Process to which a dependent is authorized to move at Gov't expense in conjunction with an ITDY.

ANNUAL TRAINING (AT) (Members Only)

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of AT, but AT also may support active component missions and requirements (i.e., operational support).
3. AT is a part of active duty for training.
4. For DoD, see [DoDI 1215.06](#). For non DoD Services, see Service issuances.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL (Employees Only). See Travel Approving/Directing Official.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard ([37 USC §101\(4\)](#)).

ATTENDANT. An attendant:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies a member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

AUTHENTICATING OFFICIAL (Employees Only). See Authorizing/Order Issuing Official (AO).

AUTHORIZE(D)

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.
3. Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

AUTHORIZING/ORDER ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point, including Gov't material. Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).

A. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

B. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the carrier to transport accompanied baggage.

C. **Unaccompanied (UB).** Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel;
2. Ordinarily is transported separately from the major bulk of HHG;
3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG;
4. ICW PDT (including TCS for employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB; and/or
5. ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.

BLANKET ORDER. See Order.

BREAK IN SERVICE (Employees Only). A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an Executive Agency ([5 CFR §300.703 \(2004\)](#)).

BUSINESS CLASS. See Accommodations.

CALENDAR DAY. The 24 hour period from one midnight to the next midnight. The calendar day technically begins one second after midnight and ends at midnight.

CENTRALLY BILLED ACCOUNT (CBA). See Government Travel Charge Card (GTCC).

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a TO between the places involved. Also referred to as Indirect Travel.

CITY PAIR AIRFARE. Airfare on a U.S. flag air carrier, under contract for a Gov't traveler on official travel. Airfares are priced on one way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA):

1. No advance purchase required,
2. Last seat availability, and
3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City Pair Airfare ('Dash' CA):

1. Lower prices than the standard city pair rates,
2. Limited number of seats on each flight, and
3. Not used for cost construction purposes.

COMBATANT COMMAND. A unified or specified command with a broad continuing mission, under a single commander, established and so designated by the President, through the SECDEF, with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMANDANT'S PAROLE (Members Only). The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole is authorized by the Secretary Concerned and whose court martial sentence has not been executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

COMMAND SPONSORED DEPENDENT (Members Only)

1. A dependent residing with a member at an OCONUS location at which an "accompanied by dependents" tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.
2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See Dependent.

COMMERCIAL POV STORAGE FACILITY (Members Only). Any commercial fee-for-service facility open to the public for daily/long term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the [Interstate Commerce Commission Termination Act of 1995 \(P. L. 104-88\)](#) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Gov't. Also called a Travel Management Center (TMC) under GSA's program.

COMMON CARRIER. Private sector supplier of air, train, bus, or ship transportation.

COMMUTED RATE (Employees Only). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. See [Commuted Rate Table](#) information and related accessorial charges incident to official HHG transportation for an eligible employee. See par. 5656-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under [5 CFR §410.404](#). Does not include regularly scheduled courses of instruction conducted at a Gov't/commercial training facility.

CONFERENCE REGISTRATION FEE. A fee required for conference attendance.

CONSECUTIVE OVERSEAS TOUR (COT) (Members Only). The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See In Place Consecutive Overseas Tour.

CONSUMABLE GOODS. Also see Household Goods.

A. General. Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to App F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

1. Foodstuff.: Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.
2. Personal Maintenance. Non edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.
3. Household Maintenance. Non edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

B. Exclusions. Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.

CONTIGUOUS UNITED STATES. The 48 contiguous States and the District of Columbia.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations. See [37 USC §101](#).

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of a member under [10 USC §688](#), [§12301\(a\)](#), [§12302](#), [§12304](#), [§12304a](#), [§12305](#), or [§12406](#); [Ch 15 of title 10](#), or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. A U.S. flag air carrier that is under contract with the Gov't to furnish employees, members, and other persons authorized to travel at Gov't expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#).

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

| DOD BRANCH OF SERVICE | DOD FIELD ACTIVITIES | DEFENSE AGENCIES | | JOINT SERVICE SCHOOLS |
|--|---|---|---|--|
| The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS)) | Defense Media Agency (DMA) | Defense Advanced Research Projects Agency (DARPA) | Defense Security Cooperation Agency (DSCA) | National Intelligence University (NIU) |
| | Defense Prisoner of War/Missing Personnel Office (DPMO) | Defense Commissary Agency (DeCA) | Defense Security Service (DSS) | |
| Department of the Army | Defense Technology Security Administration (DTSA) | Defense Contract Audit Agency (DCAA) | Defense Threat Reduction Agency (DTRA) | Defense Acquisition University (DAU) |
| Department of the Air Force | | Defense Contract Management Agency (DCMA) | Missile Defense Agency (MDA) | National Defense University (NDU) |
| Department of the Navy (including the Marine Corps) | DoD Education Activity (DoDEA) | Defense Finance and Accounting Service (DFAS) | National Geospatial Intelligence Agency (NGA) | |
| DoD Inspector General (DoD IG) | DoD Human Resources Activity (DHRA) | Defense Information Systems Agency (DISA) | National Security Agency/Central Security Service (NSA/CSS) | Joint Professional Military Education Colleges |
| | Office of Economic Adjustments (OEA) | Defense Intelligence Agency (DIA) | | |
| U.S. Court of Appeals for the Armed Forces | Defense Health Agency (DHA) | Defense Legal Services Agency | Pentagon Force Protection Agency (PFFA) | Uniformed Services University of the Health Sciences (USU) |
| | Washington Headquarters Services (WHS) | Defense Logistics Agency (DLA) | | |

DEPENDENT (Members Only)

A. General. The term “dependent” is defined by [37 USC §401](#). *Except for transportation to obtain OCONUS medical care (par. 7105-A)*, any of the following individuals are a dependent:

1. A member's spouse;
2. A member’s unmarried child under age 21. This includes an infant born after a PCS order effective date when the mother’s travel to the new PDS before the child’s birth was precluded by Service regulations:
 - a. Because of the advanced state of the mother’s pregnancy or other medical reason(s) as certified by a medical doctor, or
 - b. For other official reason(s) such as awaiting completion of the school year by other children in the family. See [50 Comp. Gen. 220 \(1970\)](#), and [66 Comp. Gen. 497 \(1987\)](#).
3. A member's unmarried stepchild under age 21. This includes a member’s spouse’s illegitimate child. A stepchild is *excluded as a dependent* after the member’s divorce from the stepchild’s parent by blood. See [B-177061 4 Nov 1974](#);

4. A member's unmarried adopted child under age 21. This includes a child placed in the member's home by a placement agency for the purpose of adoption.;
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW Service regulations;
6. A member's unmarried child who is under 23 enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support. This includes step, adopted, and illegitimate children.;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support. This includes a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW Service regulations.;
8. For transportation authorized in par. 5088-B:
 - a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from/cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is dependent on the member for more than one half of his/her support and has been dependent for a period prescribed by the Secretary Concerned; or
 - b. Became dependent due to a change of circumstances arising after the member entered active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce/annulment before the member was eligible for return transportation. See par. 5154.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
 - a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
 - (1) Has not attained age 21, or
 - (2) Has not attained age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or
 - (3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was a dependent of the member/former member under (1) or (2), and

- b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and
- c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or other circumstances as prescribed in the regulations of the Secretary Concerned; and
- d. Is not a dependent of a member under any other paragraph.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of a member's spouse when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".
2. "Issues of marital status are determined by state law", James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . ., intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)".
3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See [GSBCA 14122-RELO, 16 March 1998](#), and [GSBCA 15207-RELO, 19 May 2000](#). State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).
4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

C. Member Married to Member

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:
 - a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-D1, or
 - b. Transportation for survivors of a deceased member authorized in par. 7260-A1.
2. A child a dependent of either the mother or the father who are members on active duty. ***Only 1 member may receive allowances on the child's behalf.***
3. A member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay. See [37 USC §421](#) and [37 USC §204](#).

D. Dependency Determination PoCs. Service PoCs for dependency determination are in par. 10104-G3.

E. Pertinent GSBCA Decisions. [GSBCA 15947-RELO, 31 March 2003](#); [GSBCA 15382-RELO, 20 December 2000](#); [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14673-RELO, 9 December 1998](#); and [GSBCA 14122-RELO, 16 March 1998](#).

Effective 10 April 2015

DEPENDENT/IMMEDIATE FAMILY (Employees Only)

A. General

1. Dependent and Immediate Family Member. The terms “dependent” and “immediate family” include the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

- a. Employee's spouse. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual's state of residency recognizes such marriages. The term “spouse” does not include individuals in a formal relationship recognized by a State, which is other than lawful marriage. It also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law.;
- b. Employee's domestic partner;
- c. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. See item A2 below.
- d. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner. See Footnote 2 below.
- e. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. See Footnote 2 below.

2. Children. The term “children” includes:

- a. Natural offspring;
- b. Stepchildren;
- c. Adopted children;
- d. Grandchildren,
- e. Legal minor wards or other dependent children who are under legal guardianship of the employee/employee's spouse.
- f. A child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned (e.g., awaiting school year completion by other children). See [50 Comp. Gen. 220 \(1970\)](#), and [66 Comp. Gen. 497 \(1987\)](#). See Footnote 1 below.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of an employee's spouse when a “common law marriage” is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".

2. "Issues of marital status are determined by state law", James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . ., intend to be married, and hold themselves out to others as a married couple. "Black's Law Dictionary 986 (7th ed. 1999)".

3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See [GSBCA 14122-RELO, 16 March 1998](#), and [GSBCA 15207-RELO, 19 May 2000](#). State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

5. Once the employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate Agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law. PDTATAC does not adjudicate these cases.

C. Missing Persons Act. A dependent, ICW the Missing Persons Act, is defined in par. 7825-A3 for transportation eligibility.

D. Emergency Leave Travel. See par. 7025-D.

E. Pertinent GSBGA Decisions. [GSBCA 15947-RELO, 31 March 2003](#); [GSBCA 15382-RELO, 20 December 2000](#); [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14673-RELO, 9 December 1998](#); and [GSBCA 14122-RELO, 16 March 1998](#)

FOOTNOTES

1. An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a member on active duty with a DoD Service in Iraq. The member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBGA held that the power of attorney did not create a "legal guardianship" as that term is used to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBGA turned to AZ state law (the state in which the power of attorney was executed and in which the member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf. See [GSBCA 16337-RELO, 19 April 2004](#).

2. Generally, individuals are the employee's dependents if they receive at least 51% of their support from the employee/employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee/employee's spouse without which they would be unable to maintain a reasonable standard of living.

DEPENDENT RESTRICTED TOUR (Members Only)

1. A tour at any overseas PDS that does not permit command sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.

3. Also describes a tour at a PDS at which command sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See [DoDI 1315.18](#), Glossary.

DESIGNATED PLACE

A. **Members Only**

1. Except as used in Ch 6 (Evacuation Allowances):
 - a. A place in a CONUS/non-foreign OCONUS area;
 - b. The foreign OCONUS place to which dependents are specifically authorized to travel under par. 5116-A, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
 - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, and to which dependents specifically are authorized to travel under par. 5114-D, 5116-A or 5120-D;
 - d. The OCONUS place in the old PDS vicinity at which dependents remain under par. 5120-D, while a member serves a dependent restricted/unaccompanied tour;
 - e. The foreign OCONUS place to which dependents are specifically authorized to travel under par. 5096, 5098, 5100, 5102, or 5104, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at Gov't expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. 6010-A and 6080-A.

B. **Employees Only**. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE (Employees Only). The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DETACHMENT (Members Only). A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES (Employees Only)

1. The several departments and agencies of the Executive branch of the Gov't.
2. Within DoD, the terms Different Departments or Different Military Departments means the DoD components separately. *This distinction is necessary with regard to funding for travel and transportation from one department to another.*

DISCOUNT GOVERNMENT MEAL RATE (GMR). The daily rate charged for meals in a Gov't Dining Facility/Mess minus the operating cost. See Government Meal Rate for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

DOMESTIC PARTNER (Employees Only). An adult in a domestic partnership with an employee of the same sex.

Effective 10 April 2015

DOMESTIC PARTNERSHIP (Employees Only). A committed relationship between two adults of the same sex, in which they:

1. Are each other's sole domestic partner and intend to remain so indefinitely;
2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);
3. Are at least 18 years of age and mentally competent to consent to contract;
4. Share responsibility for a significant measure of each other's financial obligations. This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner.;
5. Are not married or joined in a civil union to anyone else;
6. Are not a domestic partner of anyone else;
7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which the domestic partnership was formed;
8. Are willing to certify, if required by the Agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under [18 USC §1001](#), and that the method for securing such certification, if required, must be determined by the Agency;
9. Are willing promptly to disclose, if required by the Agency, any dissolution or material change in the status of the domestic partnership; and
10. Certify that they would marry but for the failure of their State or other jurisdiction (or foreign country) of residence to permit same-sex marriage.

DUTY STATION

A. **Members Only**. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place a member is assigned for duty, including a place the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship/mobile unit the member is assigned;
3. The place a ship is being built/fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

B. **Employees Only**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EARLY RETURN OF DEPENDENT (Members Only). Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

EFFECTIVE DATE OF PCS ORDER

A. **Members Only**

1. The last day of active duty for a member separating/retiring,. See below for an RC member separating.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.

4. The following are examples of computing an order's effective date:

| EXAMPLE 1 | |
|--|---------------------------------------|
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. | |
| 10 June | Authorized and actual reporting date |
| 3 June | Less 7 days travel time actually used |
| 4 June | Add 1 day |
| 4 June | PCS order effective date |
| EXAMPLE 2 | |
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June. | |
| 10 June | Authorized reporting date |
| 9 June | Actual reporting date |
| 8 June | Less 1 day travel time |
| 9 June | Add 1 day |
| 9 June | PCS order effective date |
| EXAMPLE 3 | |
| A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander. | |
| 10 June | Authorized reporting date |
| 1 June | Less 9 days travel time |
| 2 June | Add 1 day |
| 2 June | PCS order effective date |

B. **Employees Only.** The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel order is excluded.

EFFECTIVE DATE OF SEPARATION (Employees Only). The date an employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Employees Only). The date an employee or new appointee reports for duty at a new or first PDS (B-210953, 22 April 1983).

EMERGENCY TRAVEL (Employees Only). Travel resulting from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler's home.

EMPLOYEE. A civilian individual:

1. Employed by an Agency (as defined in App A1), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year ([5 USC §5701\(2\)](#)). Also referred to as "invitational traveler" for TDY travel purposes only.

ENHANCED USE LEASE (EUL). See [10 USC §2667](#).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
 - a. Travel is authorized by competent authority, and
 - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier operated transportation service for the accelerated or protected movement of HHG between specified points.

FAMILY. See Dependent.

FEDERAL TRAVEL REGULATION. Regulation contained in [Title 41 of the Code of Federal Regulations \(CFR\), Chapters 300 through 304](#), that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at Gov't expense.

FIELD DUTY

1. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:
 - a. The individual is provided meals in a Gov't Dining Facility/Mess or with an organization drawing field rations, and is provided Gov't Qtrs or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate), or
 - b. Students are participating in survival training, forage for subsistence, and improvise shelter.
2. An individual furnished subsistence obtained by contract is performing field duty when determined by a competent official.

FIRST CLASS. See Accommodations.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN BORN DEPENDENT (Members Only). A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign born dependent spouse.

FOREIGN FLAG AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under [49 USC §41102](#).

FOREIGN SERVICE OF THE UNITED STATES (Employees Only). The Foreign Service as constituted under the Foreign Service Act of 1980 ([P.L. 96-465](#)).

FORMER CANAL ZONE AREA. Areas and Installations in the Republic of Panama made available to the U.S. under the [Panama Canal Treaty of 1977](#) and related agreements in section 3(a) of the [Panama Canal Act of 1979](#).

FUND APPROVING OFFICIAL (Employees Only). One who provides the accounting data for authorized/approved travel orders or order amendments.

FUNDING ACTIVITY (Employees Only). The command or organization whose funds pay for the travel.

GEOGRAPHIC LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographic localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographic locality and Ireland (Republic of) is a separate geographic locality; France and Germany are separate geographic localities; Portugal and the Azores are separate geographic localities; the Philippine Islands are the same geographic locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographic locality. The Ryukyu Islands (including Okinawa) are a separate geographic locality. With regard to the U.S., CONUS is a single geographic locality, but the states of HI and AK and each U.S. territory or possession, are separate geographic localities.
3. When the term Overseas Area or OCONUS Area is used, it relates to more than one geographic locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT (GOV'T). The Government of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the Gov't.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an Executive Agency.

GOVERNMENT CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTROLLED QUARTERS. Qtrs (other than Gov't Qtrs or privatized housing) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased Qtrs for which the Gov't controls occupancy).

GOVERNMENT CONVEYANCE

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Gov't use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does Not Include:

1. A Gov't owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (par. 5210-D). See [52 Comp. Gen. 936 \(1973\)](#)

GOVERNMENT DINING FACILITY/MESS

1. A generic term used in lieu of Gov't dining facility, Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds.
2. This term excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.

3. If used by or made available to the member, or used by the employee, it includes:
 - a. A general or Service organizational mess, including messing facilities of a state owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
 - b. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
 - c. Box lunches, in-flight meals, or rations furnished by the Gov't on military aircraft.
4. In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Gov't Dining Facility/Mess.

GOVERNMENT FURNISHED AUTOMOBILE. An automobile (or light truck, as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an Agency;
2. Assigned or dispatched to an Agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Gov't for 120 or more days from a commercial firm.

GOVERNMENT FURNISHED VEHICLE. A Gov't furnished automobile or a Gov't aircraft.

GOVERNMENT INSTALLATION

1. A U.S. Installation;
2. A base, post, yard, camp or station of a foreign nation used by U.S. personnel participating in formal training or combined operations.
3. A temporary installation where there are U.S. Gov't operations.

GOV'T LODGING PROGRAM. For the ILPP in par. 1265, Gov't or commercial lodging for DoD civilian employees or Uniformed Service members, under the Secretary's jurisdiction, performing duty on official travel to include, in the following prioritization: Gov't lodging (e.g., DoD Lodging), Public-Private Venture (PPV) lodging, (e.g., Privatized Army Lodging); and Gov't preferred lodging (i.e., DoD Preferred Lodging).

GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess minus the operating cost.
2. \$10.45/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess including the operating cost.
2. \$13.85/day.

C. Effective Date(s). The discount and standard Gov't meal rates above are effective from 1 January 2015 to 31 December 2016.

GOVERNMENT MESS. See Government Dining Facility/Mess.

GOVERNMENT PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Gov't official.

GOVERNMENT QUARTERS (Gov't Qtrs)

A. Gov't Qtrs. The following are Gov't Qtrs:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the Gov't;
2. Lodging or other Qtrs obtained by Gov't contract;
3. Qtrs in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in App A1;
6. Lodging facilities (other than privatized housing) on a U.S. Installation if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the Gov't whether occupied as a guest or as a principal;
8. Guesthouses, officers clubs, bachelor Qtrs, visiting officers' Qtrs, or similar Qtrs facilities located at a military activity, Qtrs aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform;
9. DoD Lodging Facilities located on a U.S. installation (includes Air Force Inns, Navy Gateway Inns and Suites, Marine Corps Billeting Quarters, Army Lodging and Fisher House,, but does not include Privatized Army Lodging or ILPP approved commercial lodging).; and
10. Lodging facilities located on an installation of a foreign nation when these facilities actually are used or competent authority directs their use for TDY travel.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management](#) and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

C. Privatized Housing. Privatized housing, of any style or type and in any location, *is not Gov't Qtrs*. See par. 10010-C for an exception as part of a Navy test.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the Gov't for transportation on land, water, or in the air. See Government Conveyance.

GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC). The Best Value cost the Gov't would have paid for Gov't procured HHG transportation.

GOVERNMENT TRANSPORTATION REQUEST (GTR)

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable Gov't document used to procure common carrier transportation services.
3. A GTR obligates the Gov't to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See Transportation Request.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the Gov't (CBA) or individual (IBA).

- A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the Gov't and the Gov't retains liability for CBAs.
- B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-Gov't) credit card not issued under the GTCC program.*

GROUP MOVEMENT

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is Gov't owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

HELPING VERB FORMS. The following usages apply:

| HELPING VERB | DEGREE OF RESTRICTION |
|--------------|--|
| Must, shall | Action is mandatory |
| Should | Action is required, unless justifiable reason exists for not taking action |
| May, can | Action is optional |
| Will | Is not restrictive; applies only to a statement of future condition or an expression of time |

HIGHEST CONUS M&IE RATE. Effective for travel by car ferry on/after 1 October 2009: \$71.

HOME OF RECORD (HOR) (Members Only)

- A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.
- B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS) (Members Only). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions in par. 5068-A1.

HOUSEHOLD GOODS (HHG)

A. General. HHG are items associated with the home and all personal effects belonging to a member/employee and dependents on the member's order effective date/employee's effective date of transfer/appointment that legally may be accepted and transported by an authorized commercial HHG transporter.

B. Authorized. HHG include:

1. PBP&E. PBP&E needed and not needed for the performance of official duties at the next or a later destination.

a. **Members Only**. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. **Employees Only**. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 lbs. optionally may be shipped administratively (par. 5686-A) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare POV Parts ([GSBCA 14680-RELO, 17 September 1998](#)). Spare POV parts, e.g., a car engine/transmission and a pickup tailgate when removed. **Members Only**: Must not exceed the member's administrative HHG weight allowance.

3. Vehicle Parts. Integral/attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware).

4. Consumable Goods. Consumable goods for a member/employee ordered to locations listed in App F.

5. Other Vehicles. A vehicle other than a POV, e.g., motorcycle, moped, hang glider, golf cart, jet ski, or snowmobile and/or the associated trailer. **Employees Only**: Must be of reasonable size and fit into a moving van.

6. Boat/Personal Watercraft

*a. **Members Only**. A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) and/or the associated trailer.

*b. **Employees Only**. A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) of reasonable size that can fit in a moving van, and/or their associated trailer. See [DTR 4500.9-R, Part IV, Chapter 412](#).

7. Ultralight Vehicles. Defined in [14 CFR §103](#) as being single occupant; for recreation/sport purposes; weighing less than 155 lbs. (un-powered) or less than 254 lbs. (powered); having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.

8. Utility Trailer. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

9. Organizational Clothing & Individual Equipment (OC&IE). Gov't/military OC&IE property issued to the member/employee by the Agency/Service for official use.

C. Not Authorized. HHG do NOT include:

1. Accompanied personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles;

*3. Aircraft;

4. Mobile homes;

*5. Recreational Vehicles (to include a camper, camping trailer, 5th wheel camper or self-propelled recreational vehicle);

*6. Farming vehicles and horse/livestock trailers;

7. Live animals including birds, fish and reptiles;

8. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));

9. HHG for resale, disposal or commercial use;

10. Privately owned live ammunition ([B-130583, 8 May 1957](#));

11. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.;

12. Low Speed Vehicles (LSVs) defined IAW [49 CFR Part 571.500](#);

13. Items liable to damage other equipment/property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

14. Items that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

15. Perishable items that require refrigeration/freezing;

16. Perishable plants, unless:

a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

b. No storage is required, and

c. No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.;

17. Items for which the law or carrier regulations prohibit commercial transportation;
18. Boats, other than those in B6b above **(Employees Only)**; and
19. UB ICW long term TDY **(Employees Only)**.

*D. Items Acquired after the PCS Order Effective Date **(Members Only)**

1. Replacement Parts/Items. HHG items acquired after the PCS order effective date are not authorized shipment except for:

a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the TO or transportation carrier, if purchased in the U.S. for transportation to an OCONUS PDS, with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or

b. Replacement HHG items, in cases where, through no fault of the member, the original HHG shipment is destroyed/lost during transportation ICW a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#)).

2. ICW an IPCOT **(Members Only)**. HHG items acquired after the order effective date but before entering an IPCOT may be shipped IAW par. 5312-B1b or 5312-B2.

HOUSEHOLD GOODS TRANSPORTATION. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. See Ch 5, Parts A5 and B5 for specific regulations governing PCS HHG transportation and Ch 4, Part E for TDY HHG transportation.

HOUSEHOLD GOODS WEIGHT ADDITIVE

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.
3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.
4. See par. 5206-L/5652-I ICW a weight additive item.

HOUSE HUNTING TRIP (HHT) **(Employees Only)**. Round trip travel between the old and new PDSs to seek a permanent residence. *A domestic partner is not a spouse and cannot be authorized a HHT.*

IMMEDIATE FAMILY **(Employees Only)**. See Dependent/Immediate Family.

INCIDENTAL EXPENSES. See Per Diem.

INTERVIEWEE **(Employees Only)**. An individual who is being considered for employment by an Agency. The individual may currently be a Gov't employee.

INACTIVE DUTY TRAINING (Members Only)

A. General. Inactive duty training is:

1. Duty prescribed for an RC member by the Secretary Concerned, or
2. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

B. ICW the National Guard. When performed by a National Guard member inactive duty training includes the duties in par. A above and also includes:

1. Unit training assemblies; and
2. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

C. Correspondence Course. This term does not include work/study for a correspondence course of a Uniformed Service.

D. ICW Pay. For pay purposes, inactive duty training must:

1. Be performed under an order,
2. Cover a specific assignment, and
3. Have a prescribed time limit.

INDIVIDUALLY BILLED ACCOUNT (IBA). See Government Travel Charge Card.

INITIAL ACTIVE DUTY TRAINING (Members Only). The initial active duty training of a non-prior service enlistee performed during a period of not less than 12 weeks, and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (Members Only)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at Gov't expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service regulations.

INVITATIONAL TRAVEL

1. Authorized travel by individuals either not employed by the Gov't or employed intermittently in the Gov't's service as consultants or experts and paid on a daily when-actually-employed basis. See [5 USC §5703](#).
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official Gov't activities.
3. Travel and transportation allowances authorized (App E) are the same as those authorized for an employee ICW TDY, except for spouse invitational travel (App E2, par. A2m).

ITINERARY VARIATION. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

KEY BILLET (Members Only) ([DoDI 1315.18](#), Glossary)

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the member's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is:
 - a. Joint Chiefs of Staff, PDUSD(P&R); or
 - b. The Secretary Concerned.
3. Designation of a key billet requires the member to serve a 24-month tour whether accompanied or unaccompanied.

LAST DUTY STATION (Members Only). For the purpose of computing a member's travel allowances on separation, the last duty station (permanent or temporary) that the member was on duty, or a hospital, if the member was undergoing treatment there.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

LODGING IN KIND (Members Only). Lodging provided by the Gov't without cost to the member.

LODGING PLUS COMPUTATION METHOD. The per diem allowance computation method for official travel. The per diem allowance for each travel day is:

1. Established on the basis of the actual amount paid for lodging, NTE a ceiling number, *plus*
2. An allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

Effective 10 April 2015

MARRIAGE (Employees Only). A legal union between individuals that was entered into in a state or other jurisdiction (or foreign country) whose laws authorize the marriage, even if the married couple is domiciled in a state or other jurisdiction (or foreign country) that does not recognize the validity of the marriage. The term also includes common law marriage in a state or other jurisdiction (or foreign country) where such marriages are recognized, so long as they are proven according to the applicable state, other jurisdiction, or foreign laws. The term marriage does not include registered domestic partnerships, civil unions, or other similar formal relationships recognized under state or other jurisdiction (or foreign country) law that are not denominated as a marriage under that state's or other jurisdiction (or foreign country's) law. ***NOTE: Certain foreign marriages are not recognized***

by U.S. law. For example, bigamy, polygamy, the marriage to a sibling or other close relative, and a marriage to a minor would likely not be recognized by U.S. law.

MEMBER (UNIFORMED SERVICE)

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Service retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

MILEAGE ALLOWANCE

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see par. 2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel

1. See Monetary Allowance in Lieu of Transportation (MALT).
2. A rate per mile for authorized POC use during official PCS travel.
3. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
4. See par. 2605 for the current rate.

MILITARY WORKING DOG (MWD) (Also referred to as a Federal Service Dog)

A. General. Any canine bred, procured or acquired to meet DoD component requirements to support operations in the protection of installations, resources, and personnel, to include explosive and illegal narcotic detection capabilities, patrol, tracking, or other requirements prescribed by the DoD component or non-DoD Services.

B. Expense Reimbursement. The MWD is considered "Government Equipment" for reimbursement of expenses incurred by the MWD handler while performing official travel. See App G.

C. Limitations. A MWD is not considered a pet.

D. Implementation. The USAF is the Executive Agent for the MWD program under [DoDD 5200.31E](#). See [AFI 23-126 IP](#) (DoD Military Working Dog Program). This instruction does not supersede the JTR.

MISCELLANEOUS CHARGE ORDER (MCO). A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

MISSING STATUS. The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or

5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally procured commercial transportation (par. 3045),
2. Gov't procured commercial transportation, and/or
3. Gov't transportation.

MOBILE HOME

1. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
 - a. House trailer,
 - b. Privately owned railcar converted for use as a principal residence ([51 Comp. Gen. 806 \(1972\)](#)),
 - c. Boat a member uses as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)).
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee, or the member's/employee's dependents, are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances, IAW this regulation.
3. See par. 2605 for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living Qtrs for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT (Members Only). Dependents not authorized/approved to reside with a member at an OCONUS location.

NON-FOREIGN OCONUS AREA. The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes).

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. See Ch 5, Parts A5d and B5d.

OCONUS. Locations outside the continental U.S. (CONUS).

Employees Only. For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographic localities, an OCONUS place of employment outside the geographic locality in which the residence is located.

OFFICER (Members Only). A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See Permanent Duty Station.

OFFICIAL TRAVEL

1. Authorized travel and assignment solely ICW DoD/Gov't business.
2. Official travel may be performed:
 - a. Within/in the PDS vicinity;
 - b. To/from the actual residence to, from, or between PDSs; and
 - c. To, from, at, and between TDY locations.
3. The below are not official travel. Travel:
 - a. ICW delays for personal reasons/convenience,
 - b. By a circuitous route,
 - c. By transportation modes other than authorized/approved,
 - d. For additional distances, or
 - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

OPERATIONAL DEPLOYMENT

1. As defined in USD (P&R) 1 November 2013 memo, Under Secretary of Defense (Personnel and Readiness) Deployment-to-Dwell, Mobilization-to-Dwell Policy Revision. An operational deployment begins when the majority of a unit or detachment, or an individual not attached to a unit or detachment, departs homeport/station/base or departs from an en route training location to meet a Secretary of Defense-approved operational requirement.
2. An event is an operational deployment if it is a SECDEF approved operational requirement recorded in the Joint Capabilities Requirement Manager or Fourth Estate Manpower Tracking System and is contained in the annual Global Force Management Data Initiative (GFM DI) compliant tool under the GFM DI reporting structure specified in [DoDI 8260.03](#).
3. Also, an operational deployment includes forces deployed in support of Execute Orders (EXORDs), Operational Plans (OPPLANS) or Concept Plans (CONPLANS) that is approved by the Secretary of Defense.

ORDER

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel;
2. Provides the traveler information regarding what expenses will be paid;
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers; and
4. Supplies financial information necessary for budgetary planning and identifies purpose(s) of travel.

B. Blanket Order

1. General. A blanket order is:

- a. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographic limits for a specific time period within a fiscal year in performance of regularly assigned duties.
- b. Unavailable in DTS,
- c. Restricted to economy/coach travel and requires an amendment for each trip involving the use of other than economy/coach transportation.
- d. Restricted to the established locality per diem rate and requires an amendment for each trip involving the use of an AEA. *The Coast Guard allows AEA on a blanket order.*

2. Blanket Order Types

- a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.
- b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.
- c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

C. Trip by Trip

1. A trip by trip order allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.
2. The following types of travel *must* be authorized on a trip by trip basis:
 - a. Other than economy/coach transportation,
 - b. AEA travel (except the Coast Guard),
 - c. Conference travel,
 - d. Foreign travel,

- e. Travel funded from a non-federal source (donated travel),
- f. Training related travel, and
- g. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See AO.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE:

- 1. Is accountable or issue in kind property owned or purchased by the Gov't/Uniformed Service;
- 2. Must be returned, IAW Service/Agency regulations, to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement); and/or
- 3. Is PBP&E, per Agency/Service regulations, when shipped as HHG.

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE

A. General. The per diem allowance (subsistence allowance):

- 1. Is a daily payment instead of actual expense reimbursement for lodging, meals, and related incidental expenses;
- 2. Is separate from transportation expenses and other reimbursable expenses (App G); and
- 3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S. and non-foreign OCONUS locations which may be claimed as a separate reimbursable expense. See par. 2830-G.

C. Lodging

- 1. Expenses Authorized. Overnight sleeping facilities, (including Gov't Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, fireplaces furnished in rooms when not included in the room rate, and lodging tax in a foreign OCONUS area.
- 2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Meals. The per diem allowance:

- 1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
- 2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

E. Incidental Expenses

- 1. Authorized. Incidental expenses include:
 - a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.

- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. 2810-C.
- c. Laundry/dry cleaning, and/or pressing of clothing regardless of location.
- d. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).
- e. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.
- f. Expenses related to lodging that are listed in the room account;
- g. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider.
- h. Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles). See par. 2830-G2 for taxi cab/limousine.

2. **Not Authorized.** Incidental expenses do not include any mission or personal related purchases that would ordinarily be purchased on a recurring basis at the PDS, nor are such expenses reimbursable separately.

PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office \(DTMO\) website](#).

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

A. **General.** PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes the JTR.

B. **Purpose**

1. **Members Only.** To ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services.
2. **Employees Only.** To issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#).

Also see PDTATAC Charter 20 April 1988; [37 USC §481](#); [37 USC §1001](#); and [DoDD 5154.29](#).

PERMANENT CHANGE OF STATION (PCS)

A. General. The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **Members Only**. For a member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or Gov't convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship/mobile unit or of the PDS of a shore based unit;
3. Change from home/PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. 2240 for exceptions) for 20 or more weeks;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. Enlistment/induction into the Service (regular or during emergency); and
 - e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called Official Station.

A. PDS Designation **Members Only**

1. General. The PDS is the:

- a. Member/invitational traveler's post of duty/official station , including a ship (for the purpose of personal travel and transportation of the member's UB on the ship).
- b. Ship's homeport/ship-based staff that a member is assigned/attached for duty (other than TDY) is the PDS for:
 - (1) Dependent transportation;
 - (2) Transportation of HHG, mobile homes, and/or POVs;
 - (3) CONUS COLA; and

(4) Geography-based station allowances and OHA.

2. Course of Instruction. When a member is ordered to attend a course(s) of instruction at a school/facility that is 140 or more days (20 or more weeks), the school/facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under par. 2240. See par. 2240 for examples of scheduled duration and extensions.

3. Transportation and Storage of HHG and Mobile Homes. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of the member at the time of:

- (1) Appointment to regular Service from civilian life or from an RC;
- (2) Being called to active duty (including for training) for 20 or more weeks;
- (3) Being recalled from the Fleet Reserve/Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
- (4) Enlistment/induction into the Service (regular or during emergency); or
- (5) Temporary disability retirement.

b. The place to which a member is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship/ship-based staff, it is the home port to which the member is assigned (except as noted in the basic definition).

c. The place at which a ship is being built/fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station.

d. The member's home upon:

- (1) Retirement;
- (2) Transfer to an RC, the Fleet Reserve/Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. PDS Designation **(Employees Only)**

1. General. The PDS is the:

- a. Employee/invitational traveler's permanent work assignment location.
- b. Building or other place (base, military post, or activity) where an employee regularly reports for duty, ICW determining PCS travel allowances.
- c. Residence or other Qtrs from/to which the employee regularly commutes to and from work, ICW JTR authority relating to the residence, HHG, and an employee's personal effects.

2. Remote Area PDS. When the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance, the residence includes the dwelling where the employee's dependents

reside or are to reside, but only if the residence reasonably relates to the PDS as determined by the AO.

C. Geographic Limits

1. Member/Employee

- a. PDS is a City/Town. The PDS geographic limits are the corporate limits of the city/town in which the member/employee is stationed.
- b. PDS is a Ship (Members Only). For a member assigned to a ship, the limits of the post of duty/official station are the ship (for specified purposes).
- c. PDS is Other than a City/Town/Ship. If the employee/member is not stationed in an incorporated city/town, or ship (**Members Only**); the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the post of duty is located.

2. Invitational Traveler

- a. PDS is a City/Town. The PDS geographic limits are the Corporate limits of the city/town in which the home or principal place of business is located.
- b. PDS is Other than a City/Town. If not in an incorporated city/town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located.

3. PDS Crosses Recognized Borders. When a reservation, station, other established area or established large reservation subdivision:

- a. Falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI); or
- b. Crosses recognized borders (e.g., Ft. Campbell is in TN and KY);

it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

4. PDS Example. Arlington County, VA, is a PDS. The Pentagon and other Gov't activities are located in Arlington, VA, even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

PERMANENT DUTY TRAVEL (PDT)

- A. **Members Only**. PCS and COT/IPCOT travel.
- B. **Employees Only**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See Ch 5, Part B1.

PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. *Generally this is the academic institution and not the member's HOR* ([60 Comp. Gen. 142 \(1980\)](#)).
4. The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF STORAGE. Residence or authorized storage location.

POLICY CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy constructed airfare turns out to be, or to include, a city pair airfare, and if there are both a YCA and a -CA airfare, the YCA airfare is used. A capacity controlled city pair airfare (-CA airfare) is not included when creating a policy constructed airfare for comparison purposes.

PORT CALL. Official notification/instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. Air Travel. The destination airport where the traveler leaves an international/transoceanic flight.
2. Ship Travel. The place where the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel. The airport where the traveler boards an international/transoceanic flight.
2. Ship Travel. The place where the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See Territories and Possessions of the United States.

POST OF DUTY. An OCONUS PDS.

POV SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine ([GSBCA 14680-RELO, 17 September 1998](#)), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

Members Only:

1. POV spare parts must not exceed the member's administrative HHG weight allowance.

2. Storage of a car engine/transmission is the member's responsibility (facilities and cost) except when par. 5222 applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no Gov't storage facility is available or an available Gov't storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

POV TRANSPORTATION

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. Does not include land transportation to/from POV transportation ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §484](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are the traveler's personal financial responsibility.

PREMIUM CLASS (OTHER THAN ECONOMY/COACH). See Accommodations.

***PRIMARY RESIDENCE OF RESERVE COMPONENT (RC) MEMBER.** For an RC member ordered to active duty, the primary residence is the dwelling (e.g., house, townhouse, apartment, condominium, mobile home, houseboat, vessel) where the RC member resides before being ordered to active duty.

- *1. An RC member can have only one primary residence at any given time. The PLEAD and primary residence may or may not be the same location.
- *2. The primary residence location determines the RC member's travel and transportation allowances. The Services' administrative policy shall ensure the location is known prior to notification (oral or written) of call to active duty travel order. Refer to par. 2205 regarding modification to travel authorization.
- *3. If the RC member relocates the primary residence during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence on the first active duty day, only if there is a break of active duty/service exceeding one full day. The command may request the RC member provide documentation to support the location of their primary residence.
- *4. The primary residence can only change if there is a break of active duty/service exceeding one full day.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Gov't Agency, nor is it rented or leased for use in carrying out official Gov't business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC)

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a Gov't conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW par. 3320-F.
3. A common carrier, or a conveyance owned by the Gov't, is not a POC.

Also see Transportation.

PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member's/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **Members Only**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.

2. **Employees Only**

a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the Gov't to transport POV(s) than to drive to the new PDS.

b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

D. Low Speed Vehicle (LSV). The low speed vehicles must be legally eligible for public use, licensed, and meet the motor vehicle laws at the new PDS destination. Refer to [49 CFR 571.500](#) for Department of Transportation (DOT) federal statute pertaining to LSV definition.

PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §2871-§2885](#).

2. Privatized housing *is not*:

- a. Gov't Qtrs,
- b. Gov't controlled Qtrs, or
- c. Private sector housing.

PROCEED TIME (Members Only). A form of administrative absence that is authorized for members in certain PCS circumstances. See [DoDI 1327.06](#), Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e).

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E:

1. Is also referred to as PRO or PRO-Gear.
2. Includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS. See [B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#).

B. PBP&E Inclusions. The following items are PBP&E:

1. Reference material not ordinarily available at the next PDS;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a DoD employee or DoD member in association with the MARS ([DoDI 4650.02](#));
5. Individually owned or specially issued field clothing and equipment; and
6. Gov't or uniformed service owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

C. PBP&E Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business;
2. Sports equipment;
3. Office furniture;
4. Household furniture;
5. Shop fixtures;
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks);
7. Personal computer equipment and peripheral devices;
8. Memorabilia including awards, plaques or other objects presented for past performance;
9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware; and/or
10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

D. Member's Dependent Spouse **(Members Only)**

1. General

- a. *This weight allowance is not applicable to an employee's dependent spouse.*
- b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material;
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions; and
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.

PROPORTIONAL MEAL RATE (PMR). The average of the standard [Gov't meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

PUBLIC-PRIVATE VENTURE (PPV) LODGING. PPV lodging:

1. Is commercially operated (per agreement with DoD) in Gov't-owned, commercially-owned, or commercially-leased facilities;
2. Is not required to comply with policy in DoD Instructions 1015.11 and 1015.12;
3. Is not authorized direct appropriated or non-appropriated funds;
4. Provides lodging to official travelers at discounted rates that do not exceed the lodging portion of the local area per diem rate;
5. Is generally located on a DoD Installation and serves in support of the official travel mission; and
6. Does not include Enhanced Use Leases (EULs).

PUBLIC TRANSIT SYSTEM. A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations, in the performance of official travel.

RECREATIONAL VEHICLE

1. A mobile dwelling constructed or converted and intended for use as a temporary residence, normally for recreational purposes, and designed to be moved, either self-propelled or towed.
2. Examples of recreational vehicles are a:
 - a. Camper;
 - b. Camping trailer;
 - c. 5th wheel trailer, regardless of size or options, such as slide outs,
 - d. Self-propelled vehicle a member does not normally use as the place of principle residence;

e. Boat a member does not normally use as the place of principal residence ([62 Comp. Gen. 292 \(1983\)](#)).

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an Agency when there are known reductions in lodging and meal costs that can be determined in advance.

REGISTRATION FEE. A fee to register for training courses. This is a mission related expense and not a travel and transportation expense. These regulations are not the authority for registration fee reimbursement.

RELOCATION SERVICE COMPANY (RSC). A third party supplier under contract with an Agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

RENEWAL AGREEMENT TRAVEL (RAT) (Employees Only)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See par. 7065 for eligibility and limitations.
3. See Permanent Duty Travel.

REPEAT ORDER (Members Only). See Order.

RESERVE COMPONENT (RC). The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

RESIDENCE TYPE QUARTERS. Lodgings that are not hotel or hotel like accommodations.

SECRETARIAL PROCESS

A. **Members Only.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under par. 1015-C1.

B. **Employees Only**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
 - a. Secretary of a Military Department,

- b. Director of a Defense Component,
- c. Director, Administration & Management for:
 - (1) Office of the Secretary of Defense,
 - (2) Washington Headquarters Services,
 - (3) Organization of the Joint Chiefs of Staff,
 - (4) Uniformed Services University of the Health Sciences,
 - (5) U.S. Court of Military Appeals, and
- d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under par. 1015.

SECRETARY CONCERNED

A. Definition. As defined in [37 USC §101\(5\)](#), the Secretary of:

- 1. The Army, with respect to matters concerning the Army;
- 2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- 3. The Air Force, with respect to matters concerning the Air Force;
- 4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- 5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- 6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. JTR Use. When this term is used in the JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT (Employees Only). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (Members Only). Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SEPARATION TRAVEL (Employees Only). See Permanent Duty Travel.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Members Only). Cost of maid service and fee for electricity.

SERVICE AGREEMENT (Employees Only). A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

SERVICES. See Uniformed Services.

SHORT DISTANCE MOVE

A. **Members Only**

1. A move:
 - a. Involving HHG drayage or shipment for a short distance between residences;
 - b. To or from a NTS facility in the member's PDS area;
 - c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
 - d. Incident to reassignment or PCS to a new PDS near the old PDS;
 - e. Between residences within a metropolitan area; or
 - f. (Not during a PCS) between residences within the daily commuting distance of the PDS.
2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **Employees Only.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See par. 5562 for authorization/approval and exceptions to the 50 mile rule.

SPARE PARTS FOR A POV. See POV Spare Parts.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an Agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates](#), and
2. All CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a Gov't Dining Facility/Mess including the operating cost.
2. See Government Meal Rate for current rates.

STORAGE IN TRANSIT (SIT)

1. Short term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See Ch 5, Parts A5e and B5e.
5. Also referred to as Temporary Storage.

SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance.

SUBSISTING OUT (Members Only). The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment. See [DoD 6015.1-M, January 1999](#), P19.1.19).

TEACHER (Employees Only). A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to [20 USC §901-907](#) in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS) (Employees Only). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY)

A. General

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. **Members Only.** That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.

B. TDY Travel Types. There are four types of TDY travel:

1. Business Travel. Conducting business at a location other than the PDS. Business travel incorporates any type of travel not included in schoolhouse training, deployment and unit training, or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by an employee or member (other than a member who has not yet reached the first PDS).
3. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
4. Special Circumstances Travel. See Ch 7.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's Qtrs allowance.
2. Includes guesthouses, except transient visiting officer Qtrs occupied by official visitors to the Installation.
3. *Does not* include:
 - a. Facilities used primarily for rest and recuperation purposes, or

- b. Unaccompanied officer and enlisted Qtrs.

TEMPORARY STORAGE. See Storage In Transit.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. IAW the Office of the Geographer and Global Issues, 1 July 1997, the territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathatan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. Island names are from website: <http://www.saipan.com>;
2. Commonwealth of Puerto Rico;
3. American Samoa;
4. Baker Island;
5. Guam;
6. Howland Island;
7. Jarvis Island;
8. Johnston Atoll;
9. Kingman Reef;
10. Midway Islands;
11. Navassa Island;
12. Palmyra Atoll;
13. Virgin Islands; and
14. Wake Island.

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See Territories and Possessions of the U.S.

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. Costs related to transportation. See par. 3040 and App G.

TRANSPORTATION IN KIND. Transportation provided by the Gov't without cost to the traveler. It includes transportation by Gov't aircraft, ship, or vehicle, and Gov't-procured transportation via commercial carriers.

TRANSPORTATION REQUEST. A written Gov't request (including a GTR) to procure transportation, accommodations, or other services chargeable to the Gov't, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Gov't transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term travel relates to movement of persons from place to place and includes authority for the use of Qtrs facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in the JTR. When used ICW travel allowances, the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense, in the form of a loan.

TRAVEL APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL MANAGEMENT CENTER (TMC)

1. See (Contracted) Commercial Travel Office (CTO).
2. See Travel Management System (TMS).

TRAVEL MANAGEMENT SYSTEM (TMS). ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

TRAVEL ORDER. See Order.

TRAVEL REQUEST **(Employees Only)**. A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL REQUESTING OFFICIAL **(Employees Only)**

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel requesting officials for their own travel orders.
3. When travelers are permitted to be travel requesting officials for their own travel orders, under no circumstances may the travel requesting official also be the travel approving/directing and/or AO for the travel.

4. A travel request is subject to approval/disapproval by a travel approving/directing official.

TRAVEL STATUS

A. **General.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (par. 2250).

B. **Excluded.** Travel status does not include travel for personal convenience, leave, civilian administrative leave or administrative absence while performing travel away from the PDS on public business under competent travel orders.

C. **Members Only.** See [DoDI 1327.06, Leave and Liberty](#).

TRIP RECORD. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

UNACCOMPANIED BAGGAGE (UB). See Baggage.

UNACCOMPANIED MEMBER (Members Only). A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR (Members Only)

1. The authorized tour length at a specific overseas PDS for a member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see App A1 definition).
3. For JTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18, Glossary](#)).

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES (U.S.). The 50 states and the District of Columbia.

UNUSUALLY ARDUOUS SEA DUTY (Members Only). Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

UPON SEPARATION FROM FEDERAL SERVICE (Employees Only). All dates following the date an employee is separated from Federal Service.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign flag air carrier IAW [Title 14, Code of Federal Regulations \(CFR\)](#) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION

A. Definition. A U.S. Installation is a base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent type troop shelters and a Gov't Dining Facility/Mess, and
3. At which there are U.S. Gov't operations.

B. Limitations. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the Installation.

USUAL MODE OF TRANSPORTATION (Employees Only). A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Gov't transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

WARD. A person, especially an infant; placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. See Household Goods Weight Additive.

YEARS OF SERVICE (Members Only). Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

APPENDIX I: TRAVEL ORDERS

PART 2: GENERAL CONDITIONS

EMPLOYEES ONLY

A. Order in Writing ([FTR §301-71.107](#))

1. Policy. A travel order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at Gov't expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes ([FTR §301-71.100](#)). The purposes of a travel order are to:

- a. Provide the traveler information regarding what expenses may be paid;
- b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 5, or for a pre-employment interview/examination except as in par. 7800.

4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authorization may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel order.

b. A travel order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

5. Sea Trial Travel Order

a. Instead of an individual travel order, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Gov't ship.

b. The written travel order must show:

- (1) The per diem authorization,
- (2) The per diem rate,
- (3) Duty dates,

- (4) Accounting data, and
 - (5) The names of the employees assigned to the particular sea trial trip.
- c. A copy of the travel order must be given to each employee concerned.

*6. Employee Status

- *a. 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](#).
- *b. 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.

B. Confirmatory Travel Order

1. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.
2. A confirmatory travel order must:
 - a. Be issued as promptly as possible,
 - b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
 - c. Be initiated by the official who directed the travel.

C. Blanket Travel Order. A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

1. Is limited to use within a stated geographical area, and
2. Is limited to a time period within a fiscal year, and
3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
4. Can only authorize economy-class travel. *If travel in 'other than economy/coach' accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. ***NOTE: A blanket travel order is not used in DTS.***

D. Travel Order Amendment

1. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:
 - a. Recognize an essential aspect of travel not known in advance,
 - b. Change the period or place of TDY assignment,
 - c. Include omitted pertinent information,
 - d. Change allowances for unperformed travel or duty, and/or

e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

2. Authorization, Approval and Retroactive Modification

a. Allowances may be:

- (1) Authorized only in advance of travel in some instances and/or
- (2) Approved after travel is completed.

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

c. Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

d. Except to correct/complete a travel order to show the original intent, a travel order must not be revoked/modified retroactively to create or deny an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted POC use.*)

e. See pars. 4205 and 4210 regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

a. The amendment effective date is the issuance date unless a later date is specified.

b. The amendment may indicate retroactive effect under the conditions in par. D1.

c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

4. How to Amend a Travel Order

a. General. A travel authorization/order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

b. Responsible Official. The AO directing an employee's travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel order (see App I, Part 1, par. A) may issue a permitted amendment.

E. Rescinding a Travel Order

1. An order may:

a. Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

b. Be rescinded when it applies to unperformed authorized travel.

2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, pars. 2200-D and 5506 and CBCA 1370-RELO, 22 January 2009.

F. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

G. Authorization (Authentication) of a Travel Order (FTR §301-71.3). A travel order is “authorized” or “authenticated” by affixing the AO’s seal or signature. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Gov’t-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
7. Immunization, passport, visa, and green cards. See App G.; and
8. Administrative requirements, including for a record in the employee’s personnel folder, for OCONUS PCS travel.

I. Unused Travel Order. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on a Travel Order. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location). A written order should also include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

K. Recording Commercial Transportation Use for OCONUS Permanent Duty and RAT. When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the TO place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov’t expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.