

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

MARY V. KRUEGER

Colonel, GS

Acting Deputy Assistant Secretary of the Army
(Military Personnel and Quality of Life)**KURT B. HINRICHS**

RADM, USCG

Acting Director, Reserve and Military Personnel

JULIET M. BEYLERDeputy Assistant Secretary of the Navy
(Military Manpower and Personnel)**DAVID A. SCORE**

RADM, NOAA

Director, NOAA Corps

JEFFREY R. MAYODeputy Assistant Secretary of the Air Force
(Force Management Integration)**JOAN HUNTER**

RADM, USPHS

Director, Commissioned Corps Personnel & Readiness
Office of the Surgeon General

D. Applicable MAP and/or CAP Items and Brief of Revisions. This change includes all material and revisions written in the following MAP and/or CAP Items:

MAP/CAP 114-15(E) -- Clarify Multiple Lessees Involving Leased/Rented Lodging. Clarifies reimbursement for a leased/rented lodging (apartment, house, condo, etc.) that is shared with a dependent. The fact that a traveler's dependent(s) may accompany the traveler on TDY, at personal expense, does not increase or decrease the traveler's prescribed per diem rate. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared between official travelers whose names are on the lease/rental agreement/contract is split equally among the lessees. Affects par. 4130.

MAP/CAP 131-15(R) -- Long Term Flat Rate at Remote Locations. Exempts certain remote non-foreign locations from the reduced meals and incidental expense (M&IE) flat rate per diem for long term TDY when the reduced rate will not cover meal costs due to limited eating establishments. Affects par. 4250-B10.

MAP/CAP 37-16(E) -- Authorized Return from Temporary Duty Travel Limitations. Changes the criteria for approving an authorized return to the PDS during a period of long-term TDY for 31 days or more. Further defines the term 'long-term TDY' to be TDY for a continuous period of 31 days or more. Affects par. 4435-A and App A1.

MAP/CAP 53-16(R) -- Limited Flat Rate Per Diem Waiver. Allows the Service Secretary Concerned (as defined in Appendix A1), COCOM Commander, or Director of a DoD Agency/Component to authorize reimbursement of actual expenses for meals and incidental expenses (M&IE) up to the locality M&IE rate when the flat rate M&IE is insufficient to meet the traveler's needs, based on the circumstances of the TDY. Affects par. 4250-B9.

MAP 54-16(E) -- Clarify Entitlement to Travel and Transportation Allowances for Cadets and Midshipmen Undergoing Training at a Service Academy. Clarifies entitlement to travel and transportation allowances for Cadets and Midshipmen undergoing training at a service academy. Affects par. 7650.

MAP/CAP 57-16(E) -- Credit Card Charges In Local Currency. Currency conversion fees charged by hotels and restaurants when the credit card is charged using U.S. dollars versus the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipt as part of the overall cost for the OCONUS expenses. Affects par. 2830-G.

MAP/CAP 59-16(E) -- Define Medical Authority. Creates a definition for 'Medical Authority'. This definition standardizes language approving or recommending travel based on a medical determination. Affects pars. 2110-J2, 3500-D2, 3530-D1, 3625-D2b(1), 3625-D2b(4)(a), 4250-B9a, 5082-B2c, 5588-B2c, 7020-F7, 7020-O2, 7075-C1, 7095-F2, 7105-K, 7170-B4; and Appendices A1, H2C, H3B, H4A, H4B, and P2.

MAP/CAP 65-16(E) -- Establish Waiver from Using the Defense Table of Official Distances (DTOD) for the Defense Travel Modernization Pilot Program. Establish authority for the Department of Defense to pilot using commercially available mileage software for computing mileage payments for temporary duty travel. Affects Chapter 1, TOC and par. 1255.

MAP/CAP 69-16(E) -- Bartering. Removes the language and 20% limitation when a traveler barter for lodging. Affects Ch 4, TOC, and pars. 4170, 4130-J, and 4170.

MAP 76-16(I) -- Remove References to Renter's Insurance. Effective 1 January 2015, renter's insurance was removed from the computation of BAH. This item removes the remaining language from pars. 10018-C and D referencing renter's insurance.

MAP 77-16(I) -- Correct Reference. This item updates erroneous references in par. 6130-A.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 JULY 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.

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Part B5h	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
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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 Defense Attaché System/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 NATIONAL SECURITY AGENCY (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)**

A. General

1. 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.
2. 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.
3. The pilot program runs between calendar years 2009 and 2019.

B. Allowances upon Release from Active Duty. 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.

C. Allowances upon Return to Active Duty. 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.

D. Time Limitation. A member must return to active duty within 3 years of release but NLT 31 December 2022.

Effective 13 May 2016

*1255 DOD TRAVEL SYSTEM PILOT

*A. Authority. Pursuant to [37 USC §454](#) the DoD intends to conduct a Travel System Pilot. In April 2015, DoD Senior Leadership selected Defense Travel System Modernization as the subject of a two week “discovery sprint” led by the United States Digital Service, an initiative of the Executive Office of the President that provides consultation services to federal agencies with the goal to make Gov’t services simple, effective, and efficient. Recommendations included implementing a commercial off-the-shelf software as a service based solution for travel reservations and expense management.

*B. Eligibility. A small sample of the user community will pilot the solution, understanding that additional oversight is needed for these users. *This Pilot does not apply to USCG, PHS, or NOAA personnel.*

*C. Scope. The DoD Travel Modernization Pilot will operate for approximately 18 months. The initial phase of the pilot will focus on short duration business TDY and other phases will focus on other types of travel with the potential to phase out legacy systems.

*D. Reimbursement

- *1. Per diem, lodging, meals and incidental expenses are reimbursed IAW the JTR.
- *2. Transportation expenses are reimbursed IAW the JTR, except that mileage is computed using a commercially available mileage computation program. TDY mileage (station to station) is determined based on calculations from physical address to physical address, zip code to zip code, or city to city. Local and terminal transportation mileage is determined based on calculations from physical address to physical address or odometer readings.

**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](http://www.fire.dhs.gov) 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;
 - 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.

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 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. A 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 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)

Arrival/Departure Taxes/Fees. Fees that may be charged for entry and/or exit from a foreign country that is usually included in the transportation ticket cost. Reimbursable if directly incurred by the traveler and not included in the transportation ticket cost.

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.

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.

Commercial Travel Office (CTO) Fees. CTO fees incurred directly by the traveler that are not included in the transportation ticket cost are reimbursable.

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.

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. Exchange Surcharge. A traveler, who pays with a GTCC or personal credit card for OCONUS expenses (e.g., restaurants and lodging) should ask the vendor to charge the credit card using local currency instead of U.S. dollars. Hotels and restaurants often add a higher surcharge to the exchange rate than do banks when the credit card is charged using U.S. dollars versus the local currency. This surcharge is part of the exchange rate and may not be reimbursed as a separately reimbursable expense and must be included on the receipt as part of the overall cost for the OCONUS expenses.

*5. 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 [DoDI 5154.31, Vol. 4, GTCC Regulations](#) 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-B7 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 [DoDI 5154.31, Vol. 4, GTCC Regulations](#) 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 [DoDI 5154.31, Vol. 4, GTCC Regulations](#) 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 military aircraft 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 between Interim Terminals. Fees, not included in the transportation ticket cost, that are a direct cost to the traveler for transportation between interim transportation terminals for further transportation. Example - Ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).

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. Local commercial transportation costs (e.g., taxi, bus) to and from a transportation terminal are authorized. POC transportation costs 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 VAT relief certificate used to avoid paying TDY lodging taxes is reimbursable.

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CHAPTER 3: TRANSPORTATION

PART F: COMMERCIAL AIR TRANSPORTATION

3500 GENERAL

A. Cost Efficiency. Common carrier air transportation is ordinarily the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS.

1. Restricted Airfare

a. Contract city pair airfares (and other airfares limited to official Gov't business) provide savings to the Gov't, but there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation/itinerary changes are outweighed by the cost savings (App P1, par. A6c).

b. The AO must use the App H3C decision support tool to assist in determining if a restricted airfare is advantageous to the Gov't.

c. Underutilization of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines will no longer offer city pair fares for underutilized routes) resulting in significant long-term transportation cost increases to the Gov't.

d. Restricted airfares should never be applied in a blanket fashion, but could be a consideration on a given trip. For example, all FEML (or R&R) may not be declared as by restricted airfare, but consideration of a using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, and COT) is in order.

2. Book Reservations Early. Whenever practicable, a traveler must arrange airfare in a manner that enables the lowest policy constructed airfare price available to be paid when traveling on domestic flights, including appropriately timing the purchase of the airfare. The AO and the traveler should plan travel, and book reservations, early to purchase the least expensive policy constructed airfare.

B. Arranging Transportation. Arranging official transportation through a DTMO contracted CTO or GSA contracted TMC (when a DTMO contracted CTO is not available) is mandatory.

C. Personally Procured Transportation. See par. 3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Gov't/Gov't procured transportation under this Part.

D. Air Travel Medically Inadvisable

1. General. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.

*2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or 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. The condition must be certified by a medical authority and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.

3. Ship Transportation. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. 3660 for stateroom standards and required U.S. flag ship use.

4. Family Member's Medical Travel. Non-availability of Gov't/Gov't procured air transportation does not apply for directing a traveler to use Gov't/Gov't procured transportation when a medical condition prevents a family member's travel by aircraft.

E. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach accommodations.
2. See Ch 2, Part F ICW scheduling travel.
3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy/coach accommodations for all official business travel, including PCS, TDY, RAT leave, COT leave, emergency leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

F. Rest Periods. See, par. 4415 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. 3510:

1. May authorize/approve business/first class travel, and
2. Must consider each request for business/first class service individually, carefully, and consider Command/DoD Component/Agency finances and mission requirements.

H. Decision Support Tools

1. Business Class. See App H3B.
2. First Class. See App H2C.
3. Restricted Airfare. See App H3C.

I. Documentation Requirements. See App H for document requirements/procedures.

J. Travel Order. The following must be stated on the order:

1. The traveler's certification of the reason(s) for 'other than economy/coach' use.
2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,
3. The cost difference between 'other than economy/coach' and economy/coach.
4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.
5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/coach' travel).

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.

2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations. See par. 2000.

L. Advance Seat Assignment

1. Advance seat assignment is a personal choice and is not reimbursable unless it is in the Gov't's interest for official travel.

2. Examples of Gov't interest are:

- a. A parent or guardian that needs to be seated with a minor child;
- b. An eligible traveler that needs to be seated with an authorized attendant or escort; or
- c. An eligible traveler with a special need that requires advance seating due to medical or reasonable accommodation reasons, per Service/DoD agency policy.

3. The traveler must provide justification that advance seating is necessary subject to AO determination.

M. Blanket Travel Order. See definition of "blanket order" in App A1 for other than economy/coach' transportation exceptions ICW a blanket travel order.

N. Less Than Minimum Standards. Less than minimum standards may be authorized IAW par. 3005-G.

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.
2. Air is the usual transportation mode to/from OCONUS.
3. Gov't/Gov't procured air transportation should be used for travel to/from, and between OCONUS areas.
4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.
5. Par. 3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.
6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.
7. A traveler must make transportation arrangements IAW Ch 2, Part F.
8. Gov't aircraft may be used only for official purposes IAW [41 CFR §101-37.402](#) (Employees Only).
9. Travel by Gov't/Gov't procured air transportation (unless medically inadvisable) is required for an (Employees Only):
 - a. Employee on TDY travel:
 - (1) To and from CONUS, or
 - (2) Between OCONUS duty points; and

- b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED

A. Cabins Equipped with Same Seating

- 1. The entire aircraft is economy/coach seating if an airline flight:
 - a. Has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same),
 - b. Codes the airfares in the front of the airplane as full fare economy/coach, and
 - c. Only restricted economy/coach airfares are available in the economy/coach cabin,.
- 2. Qualifying for other than economy/coach travel is not required to purchase a non-restricted economy/coach fare seat in the front of the aircraft as the entire aircraft is ‘economy/coach’.

B. Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy/Coach Airfare

- 1. When a business/first class airfare costs less than the least expensive unrestricted economy/coach airfare, no authorization/ approval is required.
- 2. Comparison of the business/first class airfare to an economy/coach airfare more expensive than the least expensive unrestricted economy/coach airfare is not authorized.

C. No Cost Upgrades. Upgrades to business/first class at no cost to the Gov’t, do not require authorization/ approval.

3510 AUTHORIZING/APPROVING OFFICIALS FOR ‘OTHER THAN ECONOMY/COACH’ AIR ACCOMMODATIONS DETERMINATIONS

A. Authorizing/Approving Officials. The officials listed below may authorize/approve ‘other than economy/coach’ use for a traveler/dependent if any of the criteria in par. 3515 or 3520 are met. See [DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003](#) and [OMB Bulletin 93-11, 19 April 1993](#).

	<u>FIRST CLASS</u>	<u>BUSINESS CLASS</u>
OSD and Defense Agencies	Administration and Management Director. <i>No further delegation.</i>	Administration and Management Director. May be delegated no lower than three star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four star major commanders or their three star vice/deputy commanders. <i>No further delegation.</i>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four star major commanders, three star deputy/vice commanders, or two star/civilian equivalent level. <i>No further delegation.</i>
Public Health Service Members Only	Secretary of Health and Human Services. <i>No further delegation.</i>	Flag officers at the two star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. <i>No further delegation.</i>
NOAA Corps Members Only	NOAA Corps Director. <i>No further delegation.</i>	
Coast Guard Members Only	Secretary of Homeland Security (effective 14 August 2013). <i>No further delegation.</i>	

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval *for their own business class travel* from the next higher approval authority. See par. 2110-I.

3515 ECONOMY PLUS/COACH ELITE SEATING

A. General. This seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the Gov't's interest and/or necessary because the traveler and/or dependent is limited by a special need (see App A1) such that lesser cost economy/coach accommodations are not adequate.

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating or advance seat assignment (par. 3500-L) must be authorized/approved as being in the Gov't's interest.

D. Airline Designation/Name. Economy plus/coach elite seating service may vary from airline to airline, and use various names, but it is in the economy/coach cabin and is *not* 'other than economy/coach' travel.

3520 BUSINESS CLASS AND FIRST CLASS

A. Restrictions and Limitations

1. Stopover, Rest Stop, or Overnight Rest Period. The traveler/dependent is not eligible for business class accommodations at Gov't expense, if an:

- a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or
- b. En route rest stop is authorized, or
- c. Overnight rest period occurs at the TDY location before beginning work.

2. Scheduled Flight Time. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes.

3. Return Flight. On TDY travel:

- a. The 14 hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.
- b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.

4. Contract City Pair Fare. When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.

5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEML, personnel evacuation,, RAT, COT leave, EVT, FVT, or emergency leave since arrival/reporting time in these cases is not mission critical.

6. Aircraft Has Only Two Classes of Service. If an aircraft has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business class by the airline and the tickets are fare coded as business class, then the front cabin is business class.

B. Exceptional Circumstances. Use of business/first class service must not be common practice and is used only under exceptional circumstances.

C. Authorized/Approved Circumstances for Business Class and First Class Use

1. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table.

2. *If business class is available, the traveler may not be moved into first class even though both are shown.*

3. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.

4. Business and First Class Accommodations Table

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>1. <u>Lower Class Accommodations Are Not Reasonably Available</u></p> <p>a. Reasonably available:</p> <p>(1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler’s proposed departure time, and scheduled to arrive within 24 hours before the traveler’s proposed arrival time.</p> <p>(2) Does not include a scheduled arrival time later than the traveler’s required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.</p> <p>b. When ‘lower class accommodations are not reasonably available’ is used to justify business/first class, the authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach and business class or first class (as appropriate).</p>	<p align="center">X</p>	<p align="center">X</p>
<p>2. <u>Mission Essential</u></p> <p>a. Space is not available in economy/coach on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed.</p> <p>b. When TDY travel in business/first class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business/first class accommodations may only be authorized for the out bound flight to the TDY location.</p> <p>c. Economy/coach is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work.</p> <p><i>Business class should be used, if available.</i></p>	<p align="center">X</p>	<p align="center">X</p>

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>3. <u>Medical Reasons</u>. See par. 2110-J for medical reasons. First class may be considered for use when business class is not available.</p>	<p>X</p>	<p>X</p>
<p>4. <u>Exceptional Security Circumstances</u>. These include:</p> <ul style="list-style-type: none"> a. A traveler whose use of other than business class or first class service would endanger the traveler's life, or Gov't property. b. A protective detail agent accompanying an individual authorized to use business class or first class service. c. A courier or control officer accompanying a controlled pouch/package. <p><i>Business class should be used, if available.</i></p>	<p>X</p>	<p>X</p>
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <ul style="list-style-type: none"> a. Federal advisory committees, b. Special high level invited guests, and c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal Gov't officials. <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p>X</p>	<p>X</p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p>X</p>	<p>X</p>
<p>7. <u>Transportation Payment by a Non-Federal Source</u>. When a non-Federal source pays, in advance, for the transportation service.</p> <ul style="list-style-type: none"> a. For First Class Only: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class. b. The travel order must state that transportation services have been paid, in advance, by a non-federal source. c. <u>DoD Members/Employee</u>: See the Joint Ethics Regulation (JER), DoD 5500.7-R. d. <u>Non DoD Service Members</u>: See Service issuances. 	<p>X</p>	<p>X</p>
<p>8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under 31 USC §1108(g).</p>	<p>X</p>	<p>X</p>

<p align="center">Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</p>	<p align="center">BUSINESS CLASS</p>	<p align="center">FIRST CLASS</p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy/coach accommodations on non-U.S. flag carriers do not provide adequate sanitation/health standards.</p> <p>b. Non-U.S. flag carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. 3525 for rules governing U.S. flag carrier use.</p>	<p align="center">X</p>	<p align="center">X</p>
<p>10. <u>Overall Saving to Gov't</u>. When business class use results in overall saving to the Gov't that would be incurred while awaiting economy/coach service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison must be stated on the order.</p>	<p align="center">X</p>	
<p>11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u></p> <p>a. <i>All</i> of the following criteria must be met:</p> <p>(1) Scheduled flight time is in excess of 14 hours (this includes non-overnight airport stopovers and plane changes), and</p> <p>(2) Origin and/or destination is OCONUS, and</p> <p>(3) The mission is so unexpected and urgent it cannot be delayed/postponed, and</p> <p>(4) A rest period cannot be scheduled en route, or at the TDY site before starting work.</p> <p>b. The authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach class and business class.</p>	<p align="center">X</p>	
<p>12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA</u>. Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the Gov't's interest.</p>	<p align="center">X</p>	

3525 U.S. FLAG AIR CARRIER USE

A. Code Share Flights

1. When using code share flights involving U.S. flag and non-U.S. flag air carriers, the U.S. flag air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. flag air carrier.
2. If the non-U.S. flag air carrier flight number is used on the ticket, the ticket is on a non-U.S. flag air carrier and a non-availability of U.S. flag air carrier document is needed.

B. Non-U.S. Flag Air Carriers

1. Members, employees, and dependents are required to use available U.S. flag carriers for all official commercial air transportation as indicated in par. 3500.
2. A member, employee, or a dependent may not be authorized to travel by non-U.S. flag air carrier if a U.S. flag air carrier is available.
3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to members, employees, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

1. The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS).
2. When it is determined that a U.S. flag air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S. flag air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#)).

D. Requirements

1. Available U.S. flag air carriers must be used for all commercial air transportation of persons/property when the Gov't funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).
2. Except as in par. 3525-F, U.S. flag air carrier service is available if the:
 - a. Carrier performs the required commercial air transportation, and
 - b. Service accomplishes the mission, even though:
 - (1) A comparable/different kind of service by a non-U.S. flag air carrier costs less, or
 - (2) Non-U.S. flag air carrier service is preferred by the service/traveler,
 - (3) Non-U.S. flag air carrier service is more convenient for the Service/DoD Component/traveler, or
 - (4) The only U.S. flag air carrier service available ([49 USC §40102](#)) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen. 629 \(1977\)](#)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S. flag carrier is available over the direct route.
2. U.S. flag air carrier service is not available when one of the following exceptions exists:
 - a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Gov't and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No Service on a Flight Segment. No U.S. flag air carrier provides service on a particular flight segment, in which case non-U.S. flag air carrier service may be used, but only to/from the *nearest* interchange point on a usually traveled route to connect with a U.S. flag air carrier service.
 - c. Involuntarily Rerouting. A U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier. If given a choice to substitute service, the traveler should select a U.S. flag air carrier, if it does not unduly delay the travel ([59 Comp. Gen. 223 \(1980\)](#)).
 - d. Transportation Paid for by non-U.S. Gov't Source. Air transportation on a non-U.S. flag air carrier is paid in full directly, or later reimbursed, by:
 - (1) A foreign Gov't (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);
 - (2) An international agency; or
 - (3) Another organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)).

NOTE: See the Security Assistance Management Manual, [DoD 5105.38-M, Chapter 4, par. C4.5.12](#), when travel is on Security Assistance Business.

e. Travel Time

- (1) Non-U.S. flag air carrier service would be 3 hours or less, and U.S. flag air carrier use would at least double en route travel time.
- (2) If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- (3) If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S. flag air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S. flag air carrier, such use would:
 - (a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
 - (b) Extend travel time by at least 6 hours or more; or
 - (c) Require a connecting time of 4 or more hours at a foreign OCONUS interchange point.

(4) Examples

(a) **Example 1.** A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S. flag carrier that goes from Guyana to NY City, and then another U.S. flag carrier from NY City to Miami, and finally a non-U.S. flag airfare from Miami to Belize. Alternatively, there is a non-U.S. flag airfare from Guyana via Miami to Belize. The usual routing would be Guyana to Miami to Belize and use of a non-U.S. flag carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.

(b) **Example 2.** A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S. flag carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non-U.S. flag carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.

(c) **Example 3.** If there is no U.S. flag carrier, the general rule for DoD is to use a non-U.S. flag carrier to the CLOSEST point at which a U.S. flag carrier can be found and then use a U.S. flag carrier for the remainder of the trip. In the reverse, use a U.S. flag carrier to the farthest distance possible and then use the non-U.S. flag carrier for the remainder. If there is a code share airline available that uses the U.S. flag air carrier's flight number, that is considered to be the same as using a U.S. flag carrier, as long as the U.S. flag carrier's flight number is used.

f. AO Determination. The AO determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

g. Medical Reason. Non-U.S. flag air carrier use is necessary for a medical reason, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

h. Traveler Safety

(1) Non-U.S. flag air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

(2) Approval based on an unreasonable safety risk must be in writing, on a case by case basis. Determination and authorization/approval of non-U.S. flag air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the FAA and the DoS.

(3) Determination and authorization/approval of non-U.S. flag air carrier use based on a threat against Gov't employees/other travelers must be supported by threat evidence.

i. Only First Class Available. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a non-U.S. flag air carrier ([60 Comp. Gen. 34 \(1980\)](#)).

j. Excess Per Diem Cost. When the total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours of per diem costs in excess of the per diem cost incurred if a non-U.S. flag service was used ([56 Comp. Gen. 216 \(1977\)](#)).

k. Travel between Midnight and 6 a.m.

(1) The only U.S. flag air carrier service between foreign OCONUS points requires:

- (a) Boarding/exiting the carrier between midnight and 6 a.m., or
- (b) Travel between midnight and 6 a.m.,

and a non-U.S. flag carrier is available that does not require travel at those hours.

(2) The traveler may travel by non-U.S. flag carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier ([56 Comp. Gen. 629 \(1977\)](#)).

l. Transportation Paid by a non-Federal Source. A non-U.S. flag carrier may be used when transportation is paid for by a non-Federal source, IAW the [Joint Ethics Regulation \(JER\), DoD 5500.07-R](#), or service regulations for non DoD Services.

F. Non-Availability Documentation

NOTE: The following requirements also apply to the use of a foreign flag ship/ferry in, pars. 3665 and 3720.

1. Non-U.S. flag air carrier use may be authorized/approved when the AO determines a U.S. flag air carrier is unavailable based on par. 3525-E criteria.
2. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler.
3. Endorsements on the order and/or Gov't travel procurement document, made IAW Service regulations, are acceptable.
4. The documentation should include the:
 - a. Traveler's name;
 - b. Non-U.S. flag air carrier(s) used;
 - c. Flight/carrier identification number(s), if applicable;
 - d. Origin, destination and en route points ;
 - e. Date(s);
 - f. Justification; and
 - g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

- a. Schedules maximizing U.S. flag air carrier use must be selected.
- b. Schedule selection is made using the following guidelines when:
 - (1) U.S. flag air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) U.S. flag air carrier service is not available at origin/interchange point, non-U.S. flag air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S. flag air service between the CONUS/non foreign OCONUS location, and a foreign OCONUS location. The travel should be rerouted so that available U.S. flag air carriers are used.

2. Schedule Selection. The following example applies par. 3525-G1a when selecting a schedule.

3. Example

a. Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

<u>Schedule 1</u>				<u>Schedule 2</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non-U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non-U.S.	Depart:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule 3</u>				<u>Schedule 4</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non-U.S.	Depart:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

b. Using par. 3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S. flag air carrier service.

c. Schedule 3 provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule 2 between Ankara and Rome.

d. Schedule 3 should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route.

e. If the schedules were limited to 1 and 4, schedule 4 would be selected since it involves more U.S. flag air carrier travel than schedule 1. [55 Comp. Gen. 1230 \(1976\)](#).

H. Reimbursement. There is no transportation reimbursement, for any leg of a trip, when unauthorized/unapproved non-U.S. flag air carrier service is used. If a U.S. flag air carrier service is available for an entire trip and the traveler uses a non-U.S. flag air carrier for any part of the trip, the transportation cost on the non-U.S. flag air carrier is not payable ([FTR §301-10.143](#)).

3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES (Employees Only)

A. Operations and Maintenance Technician and Crash Firefighter. The following employees may be required to travel for any distance, by any aircraft type that meets mission requirements:

1. Operations and Maintenance Technician. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment, and
2. Crash Firefighter. A crash firefighter for whom travel by aircraft is necessary ICW the employee's duties.

B. Required as a Condition of Employee's Assignment. ICW a duty assignment, an employee may be required to:

1. Travel by aircraft for any distance, when required as part of the assignment conditions;
2. Be aboard an aircraft to make repairs/observe aircraft performance;
3. Use air travel for expeditious duty performance in different geographical locations; and/or
4. Be aboard any type of Gov't aircraft on scheduled/nonscheduled flight.

C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available

1. Travel by aircraft, for any distance, is required with/without the employee's consent when necessary for mission accomplishment, or air is the only transportation mode available.
2. An employee may be required to travel on scheduled commercial aircraft or on transport type Gov't aircraft operated on scheduled/semi scheduled flights.
3. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

D. Air Evacuation Required for Medical Reasons

- *1. Transportation Mode. Travel by appropriate aircraft must be required when a medical authority determines it is necessary for an employee's medical evacuation.
2. Employee Medical Transportation. See par. 7075 for authority to provide Gov't funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
3. Dependent Medical Transportation. See par. 7120 for authority to provide Gov't funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for an employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

CHAPTER 3: TRANSPORTATION

PART G: TRAIN TRANSPORTATION

3600 GENERAL

A. Policy. A traveler must:

1. Use economy/coach accommodations, unless 'other than economy/coach' is authorized IAW this Part and App H.
2. Use adequate reserved economy/coach accommodations when available, and
3. Be provided slumber economy/coach sleeping accommodations, for overnight travel.

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

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

Effective 14 August 2013

C. First Class and Business Accommodations Authorization/Approval for USCG Only. When USCG funds are used for official travel:

1. First class travel accommodations must be authorized/approved by the Secretary of Homeland Security; and
2. Business-class accommodations must be authorized/approved by the USCG Commandant or Vice Commandant;

regardless of the transportation mode or costs.

3605 ECONOMY/COACH ACCOMMODATIONS

Economy/coach:

1. Is the basic accommodation service regardless of the fare paid.
2. Includes reserved coach accommodations, as well as slumber coach accommodations, when overnight train travel is involved.

3610 SLUMBER COACH

Slumber coach includes:

1. Slumber coach accommodations on trains offering such accommodations, or
2. The least expensive sleeping accommodations available on a train that does not offer slumber coach.

3615 OTHER THAN ECONOMY/COACH ACCOMMODATIONS

'Other than economy/coach' includes any accommodations above economy/coach (e.g., first class, or business class).

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.
2. Business Class. Business class is above economy-/coach-class on extra fare trains (e.g., AMTRAK Acela Express), but is lower than first class.
3. No Economy/Coach Class. If a train only has two accommodations classes (i.e., first class and business class), the business class (lowest class offered) becomes economy/coach class for official travel.

3620 AO AUTHORITY

The AO can authorize/approve the following:

1. Economy/Coach Class. Any standard economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. CONUS Train Service
 - a. Travel by extra fare trains (e.g. AMTRAK Acela Express), may be authorized/approved when to the Gov't's advantage and/or required for security reasons.
 - b. Extra fare train service (e.g. AMTRAK Acela Express) is a class above the lowest class offered on a 'standard' economy train.
 - c. An extra fare train, authorized/approved by the AO, is to the Gov't's advantage.
 - d. No further Agency authority is needed, (**Exception for USCG Members**: See par. 3600-C).
 - e. If the lowest class available is first class, the AO must comply with par. 2110 requirements for 'other than economy/coach' travel.
 - f. Coach class is the lowest available class on Amtrak Regional trains.
 - g. AMTRAK Acela Express first class accommodations may be authorized/approved only IAW par. 3625 ([CBCA 2046-TRAV, 20 October 2010](#)).
3. OCONUS Train Service
 - a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the Gov't's advantage, or is required for security reasons.
 - b. The lowest class available is to the Gov't's advantage and no further agency authorization/approval is needed.
 - c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. 2110 requirements for 'other than economy/coach' transportation annotation on the travel order.
 - d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO (**Exception for USCG Members**: See par. 3600-C.) may authorize the lowest class accommodations (even if that is called 'first class') that have assigned seating.

e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. 3625.

3625 'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS

A. Authorizing/Approving Official. The 'other than economy/coach' authorizing/approving official in par. 3510 may authorize/approve the 'other than economy/coach' train accommodations. **Exception for USCG Members:** See par. 3600-C.

B. Requirements. See par. 2110-F.

C. Decision Support Tool and Procedures. See App H.

D. Authorization/Approval ([OMB Bulletin 93-11, 19 April 1993](#)). 'Other than economy/coach' may be authorized/approved only under the following circumstances:

1. Coach Class Accommodations Are Not Reasonably Available. "Reasonably available":

a. Means available coach class accommodations scheduled to:

- (1) Leave within the 24 hour period before the traveler's proposed departure time, or
- (2) Arrive within the 24 hour period before the traveler's proposed arrival time.

b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.

c. **Does not include** accommodations with a scheduled:

- (1) Arrival time later than the required reporting time at the duty site, or
- (2) Departure time earlier than the traveler is scheduled to complete the duty.

2. Medical Disability/Special Need

a. Authorization/Approval. See par. 2110-J and App H4.

b. Disability/Special Need

*(1) A medical authority must certify a disability/special need, in writing, every six months. See par. 2110-J and App H.

(2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.

(3) If the disability/special need is a lifelong condition, a certification statement is required every two years.

(4) A certification statement must include:

*(a) A written statement by a medical authority stating special accommodation is necessary;

(b) An approximate duration of the special accommodation need; and

(c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.

c. Attendant. If an accompanying attendant is authorized IAW par. 7170 and the attendant's services are required en route, the attendant may be authorized/approved to use the same 'other than economy/coach' accommodations.

3. Exceptional Security Circumstances

a. These circumstances should only provide for the minimum 'other than economy/coach' accommodations necessary to meet the mission.

b. Examples are:

(1) A traveler whose coach class accommodations use would endanger the traveler's life or Gov't property,

(2) A protective detail agent accompanying an individual authorized 'other than economy/coach' accommodations, and

(3) A courier and/or a control officer accompanying controlled pouches/packages and a lower, 'other than economy/coach', is not available.

4. Inadequate Sanitation/Health Standards. When economy-/coach-class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

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CHAPTER 4

TEMPORARY DUTY TRAVEL

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

4130 TDY LODGING

A. General

1. The lodging component of per diem establishes the maximum per diem amount the Gov't will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.
2. The amount allowed for lodging is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less.
3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.
4. DoD travelers are required to make commercial lodging arrangements through DTS using the DTS Reservations Module when available. Travelers should only contact a DTMO-contracted CTO directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.
5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements, 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, long-term 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, long-term 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 (long-term 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. GSCBA 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. GSCBA 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 between official travelers whose names are on the lease/rental agreement/contract is split equally among the lessees. Official travelers are not authorized reimbursement for more than their equal share of the lodging payment. Official travelers who accept more spacious lodging to provide lodging for other non-official travelers are limited to reimbursement for lodging sufficient to accommodate the official traveler(s).

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 increase or decrease the traveler's per diem rate. Authorized per diem (lodging plus M&IE) is calculated as if the traveler were not accompanied by dependents, except that IAW pars. 4130-A7 and -A8, the lodging reimbursement is limited to the cost of lodgings sufficient to accommodate the official traveler(s).

*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. Reimbursement must not exceed the locality per diem rate.

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 long-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.

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 authority) 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.

****Effective 17 May 2016***

*10. The M&IE portion of flat-rate per diem does not apply to the following locations deemed so remote that the traveler has very limited access to a food source for meals, such that the cost of meals exceeds the meal portion of reduced flat rate per diem:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Recertification Date</u>
Wake Island	05-17-16	05-17-18
Johnston Island	05-17-16	05-17-18
Midway Islands	05-17-16	05-17-18

*11. The Secretary Concerned, COCOM Commander or Director of a DoD Agency/Component may authorize/approve payment of actual expenses for M&IE (see App A1), up to the full locality rate when the reduced flat rate M&IE is not sufficient, based on the circumstances of the TDY. Authority may not be delegated below the three-star GO/FO (or civilian equivalent) deputy/vice commander level. Travelers requesting reimbursement in excess of the authorized flat rate M&IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the GTCC, used IAW the Travel and Transportation Reform Act of 1998. All authorizations for payment of actual costs for M&IE for TDYs over 30 days must be reported to the PDTATAC, Chief. See par. 4250-B8c for the submission process.

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 (\$198 x 55%) = \$108.90 (\$61 x 55%) = \$33.55		\$142.45	
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 \$198 x 75% = \$148.50 \$61 x 75% = \$45.75		\$194.25	\$8.50
Pay the departure TDY day (travel day) to the PDS: \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

CHAPTER 4: TDY

PART D: TRAVEL

4400 GENERAL

A. Mandatory Policy. It is **MANDATORY** policy to use an available DTMO contracted CTO, or GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation. If a DTMO contracted CTO/ GSA contracted TMC is not available the traveler must contact the responsible Agency/Service/DoD Component designated official.

B. Transportation

1. When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem/AEA is payable for actual travel performed NTE the per diem/AEA that would have been paid if the directed transportation mode had been used.
2. When the directed transportation mode is not available, or the order does not specify any transportation mode, per diem/AEA is computed as though the transportation mode actually used was directed.

C. Constructed Travel Computation. Transportation allowances for constructed travel are based on the carrier's:

1. Required check in time, plus travel time from home/office/place travel actually began, and
2. Scheduled arrival time at the terminal plus travel time to home/office/place travel actually ended.

D. Reimbursement Limits. The total per diem/AEA paid must not exceed constructed travel over a usually traveled route by air/surface common carrier, and is more economical to the Gov't.

4405 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the actual travel time is used for computation.

4410 STARTING AND ENDING TRAVEL

A. General

1. The order establishes when travel status starts and ends.
2. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours (2400-0600).
3. When travel is between 2400-0600, the only acceptable sleeping accommodations are:
 - a. Ship staterooms, and
 - b. Train sleeping cars.
4. Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations.
5. If a traveler is required to travel overnight (2400-0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. 4415-B and 4415-C).

6. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400-0600, if there is a more reasonable schedule that meets mission requirements ([CBCA 3211-TRAV, 30 July 2013](#)).
7. The AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required ([33 Comp. Gen. 221 \(1953\)](#); [61 id. 448 \(1982\)](#)).
8. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
9. A traveler should be scheduled for departure in time for an en route rest stop or an overnight rest period at the destination, under the circumstances in pars. 4415-B and 4415-C.
10. A traveler should identify travel requirements in sufficient time (if known) to arrange coach class accommodations.
11. The AO must carefully review requests for first and business class accommodations to determine if mission needs allow for a change in travel dates to support a lower class accommodation.

B. Travel between 0600-2400. Travel should be scheduled between 0600-2400. To prevent travel between 2400-0600, it is reasonable for a traveler to depart the:

1. PDS/home early enough to prevent travel between 2400-0600, or
2. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

C. Additional Per Diem for Travel between 0600-2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600-2400 the day after completing the TDY assignment ([56 Comp. Gen. 847 \(1977\)](#)).

1. Example 1. A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.
2. Example 2. A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) ([56 Comp. Gen. 847 \(1977\)](#)). Expenses for any additional early days are the traveler's financial responsibility.

4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

A. General. When scheduling flights of 14 or more hours (par. 3520-C11):

1. First choice is to use economy/coach class and arrive the day before the TDY begins, to allow for appropriate rest.
2. Second choice is to use economy/coach class and arrange an en route rest stop (preferably at a no cost point allowed by the airline) with arrival on the day TDY starts.
3. The last and most expensive option is to use business accommodations arriving on the day the TDY starts. *This option should be avoided whenever possible.*

B. En Route Rest Stop/ TDY Point Rest Period

1. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant, and must not be automatic.
2. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements.
3. See par. 3030 for scheduled travel.
4. See par. 4415-A for rest periods.
5. An en route rest stop/TDY point rest period:
 - a. Must not be provided for official travel for PCS, COT leave, RAT, emergency leave, R&R, FEML, and personnel evacuations.
 - b. May only be authorized when travel is to the TDY site, unless the AO determines that based on flight availability the traveler cannot rest before reporting back to work, and can only be authorized when necessary in the Gov't's interest and not for the traveler's personal convenience.

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
 - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
 - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See par. 4410-A regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
 - a. The origin or destination is OCONUS; and
 - b. Travel is by a usually traveled route; and
 - c. Travel is by less than first/business class accommodations; and
 - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non overnight time spent at airports during plane changes*.
3. Flight Length
 - a. The flight length (14, 20, 30, 40 hours) alone is not sufficient justification to authorize/approve an en route rest stop.
 - b. When using flight length to justify a rest stop:
 - (1) The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work; and
 - (2) The order must clearly state when the TDY travel was identified and when travel reservations were made.

c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEMLE, personnel evacuation, or any other transportation.

4. En Route Rest Stop Prohibited. An en route rest stop at Gov't expense is prohibited when:

- a. Travel is authorized by first/business class service.
- b. For personal convenience, a traveler chooses to travel by a circuitous route, causing excess travel time.
- c. A traveler takes leave at a stopover.

5. En Route Rest Stop Location. An en route rest stop:

- a. May be authorized/approved at any intermediate point; and
- b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

6. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

7. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the traveler reports for duty when:

1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), including scheduled non overnight time spent at airports during plane changes.
2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first/business accommodations; or
4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. 4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a traveler elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem/AEA for the additional time may be paid if the:

1. Transportation savings offset the additional per diem/AEA cost, yielding an overall savings to the Gov't; and
2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS ([B-192364, 15 February 1979](#); [B-169024, 5 May 1970](#)).

4420 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. If travel is by vehicle, authorized travel time is computed under par. 3025-C.

4425 MIXED MODES TRAVEL

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. 3035), partly by POC and partly by common carrier, is computed IAW par. 3025-E or 4765.

4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION

A. Authorization/Approval

1. TDY travel may be authorized/approved to begin/end at one of the places listed in this par. without requiring the traveler to first report to headquarters/the regular duty place.
2. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

B. Starting/Ending Travel. If to the Gov't's advantage, POC use may be authorized/approved to begin/end at the:

1. Traveler's residence (from which the traveler commutes daily to the PDS),
2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or
3. Place near the traveler's residence where the POC is garaged/stored.

C. Cost. *Relative cost should be a consideration.*

D. **Example**. Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

*4435 RETURN TO PDS DURING LONG-TERM TDY

A. General

- *1. A traveler on long-term TDY (other than deployment) may be authorized to periodically return, in an official travel status, to the PDS/place from which the traveler commutes daily to the PDS, on weekends or other non-workdays.
- *2. Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.
- *3. Return to the PDS/place of abode is *not authorized for Coast Guard members*.

B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (App G) that would have been allowable had the traveler remained at the TDY location ([B-200856, 3 August 1981](#); and [B-214886, 3 July 1984](#)).

2. Return travel must be authorized/approved and included in the travel order/voucher. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.
3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. 4440.
4. An employee, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary ([55 Comp. Gen. 1291 \(1976\)](#)). (Employees Only).
5. Computation Examples (Employees Only)

a. **Example 1**

An employee is TDY from Location A to Location B (with a per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night.

The employee checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The employee pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is \$196 (\$149/ \$47), the employee is limited to \$122/night for lodging (and lodging tax on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday.

This is because the Location B rate is \$173 (\$122/ \$51) and the employee is being paid per diem that would have been paid (max \$122/ \$51) had the employee remained in Location B.

The employee's lodging tax in Location C each night is limited to \$14.64 per night (12% of \$122).

The employee is reimbursed up to \$29.28 for lodging tax while in Location C.

The employee is not authorized any TDY mileage for driving between Locations B and C.

b. **Example 2**

An employee TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/ \$51)) at which the employee is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$32 PMR based on the use of 1 or 2 Gov't meals daily.

The employee drives to Location Z on Friday night and returns to Base Y Sunday night.

The employee checks out of the Base Y Qtrs on Friday and stays in a Location Z hotel Friday and Saturday nights.

The employee paid \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is \$128 (\$79/ \$49) the employee is paid \$75/night for lodging and reimbursement of Location Z lodging taxes (\$18 for both nights) and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (NTE \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Base Y.

The fact that the employee was using Gov't Qtrs and 1 or 2 Gov't meals per day has no effect on the employee's M&IE on days when not using those meals.

The employee is not authorized any TDY mileage for driving between Locations Y and Z.

c. **Example 3**

An employee TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), at which the employee is staying with a friend and incurring no lodging costs.

The employee drives to Location F on Friday night and returns to Location E Sunday night.

The employee stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night.

Even though the Location F per diem rate is \$113 (\$70/ \$43), the employee is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Location E.

The fact that the employee was staying with a friend has no effect on the employee's per diem on days when not staying with the friend.

The employee is not authorized any TDY mileage for driving between Locations E and F.

C. **Lodging Retained at TDY Location during Authorized Return**

1. **Authorization/Approval.** The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

- a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
- b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

2. Reimbursement

a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.

b. See App G for reimbursable expenses.

3. Contingency Operation (Members Only). See par. 7050 for lodging reimbursement if TDY supports a Contingency Operation.

4. 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.

4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS

A. General. A TDY traveler may voluntarily return to the PDS/residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods. This par. applies to employees, active duty members, and RC members.

B. Authorized Allowances

1. General. The maximum reimbursement allowable for round trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location. There is no per diem or AEA while at the PDS.

2. Contingency Operation (Members Only). See par. 7050 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

C. Allowances Not Authorized

1. No per diem is credited for any day the traveler is in a leave status.

2. Lodging tax is not included in the constructed cost for a CONUS/non foreign OCONUS location as it is a reimbursable expense (App G). Foreign area lodging tax is not a reimbursable expense.

D. Lodging Retained at TDY Location

1. General. All costs for lodging retained at the TDY location during a voluntary return are the traveler's financial responsibility, except IAW par. 4250.

2. Exception (Members Only). IAW pars. 7050 or 7055.

E. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per par. 3210-D).

NOTE: The per diem, TDY mileage, and GMR used in these examples are for illustrative purposes and may not reflect current rates. See par. 2600 for the current TDY mileage rate; par. 2605 for the current MALT rate; and App A1 for the GMR.

1. **Example 1.** Per Diem and POC TDY Mileage Computation

A traveler performs TDY (not at a U.S. Installation) and returns to the PDS during the TDY period on the weekend for personal reasons.

The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).

AEA is not authorized.

Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.

POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.

The traveler is due \$1,506.75 (constructed cost since it is less than the actual cost for this example).

AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
24 to 26 June	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
27 June	$\$46 \times 75\% =$		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
30 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
3 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$.575/mile =			\$747.50
Actual Cost Total			\$1,681.50
CONSTRUCTED COST			
23 June	$\$65 + [\$46 \times 75\%] = \$65 + \$34.50 =$		\$ 99.50
24 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 9 \text{ days} =$		\$999.00
3 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 650 miles (official distance) x \$.575/mile =			\$373.75
Constructed Cost Total			\$1,506.75

2. **Example 2.** Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. Installation at which a Gov't dining facility/mess is available for all meals and the lodging cost is \$6/night. Gov't dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. 4200-B1b) is \$10.45 plus \$5 IE for this example.

POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.

The member is due \$416.45 (constructed cost since it is less than the actual cost for this example).

NOTE: Gov't dining facility/mess deductions are not made for arrival and departure days (pars. 4065 and 4080). The GMR rate used in the example is for illustrative purposes only – see App A1 for the current GMR.

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$10.45 + \$5 \text{ (IE)} =$		\$ 21.45
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	$\$6 + \$10.45 + \$5 \text{ (IE)} = \$21.45/\text{day} \times 2 \text{ days} =$		\$ 42.90
16 July	$\$46 \times 75\% =$		\$ 34.50
$2 \text{ round trips of } 370 \text{ miles (official distance)} \times 2 = 740 \text{ miles} \times \$.575/\text{mile} =$			<u>\$425.50</u>
Actual Cost Total			\$639.85
CONSTRUCTED COST			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	$\$6 + \$10.45 + \$5 \text{ (IE)} = \$21.45/\text{days} \times 6 \text{ days} =$		\$128.70
16 July	$\$46 \times 75\% =$		\$ 34.50
$1 \text{ round trip of } 370 \text{ miles (official distance)} \times \$.575/\text{mile} =$			<u>\$212.75</u>
Constructed Cost Total			\$416.45

3. **Example 3.** Lodging Plus Per Diem Computation

ITINERARY	
5 Mar (Mon)	Depart PDS
5 Mar (Mon)	Arrive TDY
9 Mar (Fri)	Depart TDY
9 Mar (Fri)	Arrive PDS
11 Mar (Sun)	Depart PDS
11 Mar (Sun)	Arrive TDY
16 Mar (Fri)	Depart TDY
16 Mar (Fri)	Arrive PDS
The traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$46 equals \$101 which does not exceed the TDY location \$135 (\$89/ \$46) maximum per diem rate.	
CONSTRUCTED COST	
Applying the \$101 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$303 for Friday, Saturday and Sunday (\$101/day x 3 days = \$303).	
ACTUAL COST	
Per diem for the return day to the PDS on Friday 75% x \$46 =	\$ 34.50
Cost of round trip transportation =	\$180.00
Per diem for the travel day to the TDY location (75% x \$46) + \$55 =	<u>\$ 89.50</u>
Total	\$304.00
The actual cost of per diem and transportation (\$304) for round trip travel to the PDS exceeds the constructed cost of per diem (\$303) the traveler would have been authorized if the traveler remained at the TDY location. The traveler is reimbursed \$303.	
Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round trip mileage and per diem in the amount of \$304. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.	
TDY mileage is not paid to the passenger.	
If each traveler's per diem is taken into account, the maximum per diem payable would be \$606 (\$101/day/ traveler x 3 days = \$303/traveler x 2 travelers).	
If the round trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round trip mileage for the driver traveler and per diem for the passenger traveler equal to \$428). \$34.50 per diem for Friday + \$89.50 per diem for Sunday = \$124	
\$124/person (per diem for Friday and Sunday) x 2 people = \$248 per diem	
\$248 (per diem) + \$180 (transportation for 2 travelers) = \$428	
The driver receives \$304. The passenger receives \$124.	
There is a \$178 savings to the Gov't (\$606 - \$428).	

4. **Example 4.** TDY Per Diem & POC TDY Mileage Computation (*GOV Not Available*)

A traveler is assigned to a TDY location. The travel order does not require the traveler's daily return to headquarters. The traveler elects POC travel (for personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours.

NTE the maximum TDY location per diem rate \$144 (\$83/ \$61) may be reimbursed for the round trip between the TDY and PDS locations. The traveler's lodging cost is \$83/day if the traveler remained at the TDY location.

The traveler is due \$528 (actual cost) which is less than the constructed cost.

Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x \$61 =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thu	10/18	75% x \$61 =		\$ 45.75
Four round trips of 150 miles each = 600 miles x \$.575/mile =				<u>\$ 345.00</u>
Per Diem & POC TDY Mileage for Actual Travel Total =				\$528.00
GOV'T'S CONSTRUCTED COST				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thu	10/18	75% x \$61 =		\$ 45.75
One round trip of 150 miles x \$.575/mile =				\$ 86.25
Constructed Cost Total				\$548.75

5. **Example 5.** AEA Comparison

ITINERARY		
Sun	10/07	Arrive TDY location (AEA Authorized NTE \$90)
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
The maximum AEA payable at the traveler's TDY location is \$90/day. This is used in comparing the actual expenses for the round trip travel and what would have been payable if the traveler remained at the TDY location.		
If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidental expenses) and on Sunday after return (lodging)) exceed the official TDY location rate, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.		
If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.		

4445 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A. General. A TDY traveler who travels to a location, other than the PDS/home, for personal reasons on non-duty days (and returns to the TDY location) is:

1. Not authorized transportation expense reimbursement.
2. Authorized only per diem related expenses based on the TDY location per diem rate and any reimbursable expenses (App G) that would have been allowable had the traveler remained at the TDY location.
3. Reimbursed NTE what would have been paid had the traveler remained at the TDY location ([B-200856, 3 August, 1981](#); and [B-214886, 3 July, 1984](#)).

B. Examples

1. General Circumstances. Traveler is TDY from Location A to Location B. Location B per diem = \$173 (\$122/\$51). Traveler drives from Location B to Location C on Friday night. Traveler returns to Location B Sunday night. Traveler checks out of Location B hotel on Friday and stays in Location C hotel Friday and Saturday nights. Location B hotel (actual cost) = \$120 lodging + \$14.40 lodging tax (12%). Traveler pays \$145 lodging + \$18.85 (13% lodging tax) per night in Location C, for Friday and Saturday. Location C per diem = \$203 (\$149/\$54). Traveler is paid NTE the Location B per diem rate of \$173/night (\$122 lodging + \$51 M&IE). Traveler is reimbursed for 2 nights lodging tax at Location C NTE \$29.28 (based on Location B lodging tax rate of \$14.64/ night (12% of \$122)). **Traveler is not authorized TDY mileage for driving between Locations B and C.**

2. Lodging with Friends/Family. Traveler is TDY from Location D to Location E. Location E per diem rate = \$161 (\$110/\$51), Traveler is staying with friends and incurring no lodging cost. Traveler drives to Location F on Friday night and returns to Location E Sunday night. Traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 lodging and \$9 lodging tax (12%) each night. Even though the Location F per diem rate is \$114 (\$70/\$44), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. Traveler is eligible for \$110 for lodging + \$51 for M&IE based on the maximum per diem for Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends.

Traveler is not authorized any TDY mileage for driving between Locations E and F.

3. Gov't Qtrs and PMR Directed (Members Only). Member is TDY from Location X to Base Y (per diem rate \$161 (\$110/ \$51)). Member stays on the U.S. Installation for \$20/night (no tax) and is paid \$34/night (\$29 PMR + \$5 CONUS IE). This amount is based on the order that indicates Gov't Qtrs and the PMR is directed. Member drives to Location Z on Friday night and returns to Base Y Sunday night. Member checks out of the Base Y Gov't Qtrs on Friday and stays in a Location Z hotel Friday and Saturday nights. At location Z the member pays \$75 lodging + \$9 (12% lodging tax) each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/ \$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is paid per diem (\$20 for lodging + \$34 for the PMR based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the Gov't Qtrs cost and PMR + CONUS "IE" since they were directed in the order. *Member is not authorized TDY mileage for driving between Locations Y and Z.*

4450 RETURN TO PDS DIRECTED DURING NON-WORKDAYS

A. General. When the TDY assignment does not require a traveler to remain at the TDY location on non-workdays (including holidays), the AO may require a traveler to return to the PDS for non-workdays provided the conditions below are met.

B. Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non-workdays:

1. The expense for round trip transportation and per diem allowance/AEA en route is less than the per diem allowance/AEA that would have been paid if the traveler remained at the TDY location,
2. The last workday at the TDY location, before returning to the PDS, is not adversely affected,
3. The first workday at the TDY location, after returning from the PDS, is not adversely affected, and
4. The travel order states the traveler must return to the PDS for non-workdays.

C. Travel Order (Employees Only)

1. Authorized Return. The AO must state in the travel order if the employee is:

- a. Required to return to the PDS on non-workdays at Gov't expense, or
- b. Authorized to return to the PDS at Gov't expense during long-term TDY.

2. Voluntary Return. Specific authority is not required in the travel order to allow the employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

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

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

5072 ELIGIBILITY

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

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

B. Dependent Age and Travel Eligibility

1. General

- a. Except as in 5088-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS order effective date (App A1).
- b. If dependency status no longer exists when travel begins, no authorization exists.

2. Age Changes

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

3. Delayed Travel to an OCONUS Area

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

4. OCONUS Travel

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

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

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

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

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

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

6. TDY Directed ICW PCS to a Dependent Restricted Tour

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

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

5074 AUTHORIZATION

A. General

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

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

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

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

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

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

C. Deferred Dependent Travel

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

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

b. Designated place; or

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

d. Last PDS.

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

5076 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

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

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

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

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

C. Dependent Travel-Related Circumstances. Dependent travel and transportation allowances are not authorized:

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

D. Remaining Service Requirement. A member is not authorized dependent travel and transportation allowances to an OCONUS PDS when the:

1. Dependent is not command sponsored prior to travel commencement, or
2. Member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless exempt under pars. 5112 and 5118.

5078 TIME LIMITATION

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

5080 FUNDS ADVANCE

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

5082 TRANSOCEANIC TRAVELA. Transportation Mode

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

B. Air Travel Medically Inadvisable

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

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

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

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

5084 DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED

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

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

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

D. Exceptions. This par. does not apply to travel in Ch 5, Parts A3c, A3d, and par. 6020.

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

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

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

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

5088 FACTORS AFFECTING DEPENDENT TRAVEL

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

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

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

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

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

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

2. While on Duty in a Dependent Restricted Tour Area

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

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

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

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

a. Parent,

b. Stepparent, or

c. Person in loco parentis; and/or

d. An unmarried child who turns:

(1) 21 years old, or

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

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

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

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

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

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

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

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

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

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

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

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

the dependent's travel and transportation allowances are authorized.

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

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

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

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

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

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

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

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

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

I. Legal Custody of Children Changes after the PCS Order Effective Date

1. Dependent travel and transportation allowances are:

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

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

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

A. General. This par. does not apply to travel to and/or from a designated place (App A1). For this Part, the place the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

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

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

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

5092 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTEA. General

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

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

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

B. MALT Rate1. Dependent Travels with the Member in the Same POC

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

2. Dependent Travels in a Separate POC

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

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

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

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART 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 a medical authority 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.

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CHAPTER 6: EVACUATIONS**PART A: MEMBERS ONLY****SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS****SUBSECTION f: MISCELLANEOUS ALLOWANCES****6110 BASIC ALLOWANCE FOR HOUSING (BAH)**

See par. 10426 for BAH continuation for a member serving at a CONUS PDS from which a dependent is evacuated, and BAH authority when a dependent establishes a permanent residence at a designated place in the U.S. following an evacuation from a CONUS location.

6115 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with a dependent incurs in relocating the household incident to an evacuation. When a dependent is evacuated to a designated place under par. 6090, a DLA (see Table 5G-1) is payable. DLA is also payable when return travel for a dependent is authorized under par. 6090-H from the designated place to the member's PDS. *A DLA is not payable incident to relocation of a dependent to a safe haven.* The prohibition in par. 5450 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation.

6120 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

Local travel allowances are authorized to be paid when a dependent is receiving safe haven allowances and does not have a POC at the safe haven or the designated place. When unable to drive a POC to the safe haven location, a flat transportation allowance of \$25/day is paid to assist with unexpected local transportation costs, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel. *Allowances under par. 6120 may not be paid for any day reimbursement is received under par. 6105-D for expenses incurred to renting a motor vehicle.*

6125 CONUS COLA

For CONUS COLA authority during an evacuation, see par. 8014.

6130 EVACUATION ALLOWANCES FOR A DEPENDENT OF A RC MEMBER SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY

*A. General. A dependent of an RC member ([10 USC §§ 101, 10101](#)) serving on active duty (including active duty for training) or full-time National Guard duty under [32 USC §502\(f\)](#), may be authorized evacuation allowances consistent with the [DoD FMR, Vol. 9](#) and Ch 6, Part A2, if the dependent is authorized/ordered by an authority listed in par. 6080-B to evacuate from an area in which the primary residence is/was located and is temporarily displaced to a designated safe haven or alternate safe haven. However, no evacuation allowances are authorized for a dependent for any period in which the member was not on active duty or full-time National Guard duty. Safe Haven status is designated and terminated IAW Ch 6, Part A2.

NOTE: For determining evacuation allowance eligibility, a National Guard or RC member's primary residence when called or ordered to active duty or full-time National Guard duty must be in the vicinity of a PDS.

B. Eligibility. For a dependent to be eligible for evacuation allowances, the following three events must coincide:

1. The date an authority in par. 6080-B authorized/ordered an evacuation or continued safe haven status of a dependent already evacuated;
2. The dependent's actual evacuation or continued safe haven status; and
3. The member's active duty or full-time National Guard duty status ([DoD FMR, Vol. 9, Chapter 7](#), par. 07021, and par. 6075).

Evacuation allowances payment must be prospective from the date these events coincide, not retroactive to the date of any single event.

C. Example. A National Guard or RC member's dependent who resided in an area from which an evacuation was authorized/ordered by any federal or state authority (see par. 6080-B) and whose member was subsequently called/ordered to active duty (to include full-time National Guard duty) may be eligible for evacuation allowances payment under limited circumstances. See [10 USC §12301\(d\)](#) and [32 USC §502\(f\)](#). Such dependent is eligible only for the period the member serves on active duty or full-time National Guard duty if, on or after the date the member was called/ordered to active duty or full-time National Guard duty, an authority listed in par. 6080-B orders/authorizes the evacuation of dependents still in the affected area or continuation of safe haven status for evacuees at a safe haven outside the affected area. A dependent's eligibility is prospective from the date member is ordered/called to active duty or full-time National Guard duty. No evacuation allowance payment is authorized for any period unless the member is/was serving on active duty or full-time National Guard duty for that period.

D. Member Released from Active Duty. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately (without a break in service) called to full-time National Guard duty under [32 USC §502\(f\)](#), remains eligible for continued evacuation allowances payment. The dependent of an RC member, ordered to active duty under an involuntary authority ([10 USC §12302](#)) in support of a contingency operation and whose order is amended to retain the member on active duty under a voluntary authorization ([10 USC §12301\(d\)](#)), also remains eligible for continued evacuation allowances payment. No allowances are authorized for any period during which the member is not on active duty or full-time National Guard duty.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 3: EMERGENCY LEAVE

7010 TRANSPORTATION IN PERSONAL EMERGENCIES (MEMBERS ONLY)

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/or Service regulations for non-DoD Services (par. 1015-C2i) are authorized transportation between authorized locations.
2. Transportation Mode
 - a. The AO determines the authorized transportation mode.
 - b. The cost of the authorized transportation mode may not exceed the cost of the policy-constructed airfare (App A1) between authorized locations.
 - c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.
3. Gov't Air Transportation not Reasonably Available
 - a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space required Gov't air transportation is not reasonably available.
 - b. A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).
 - c. See par. 7010-C for definition of "authorized location."
 - d. See par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply if Gov't transportation is reasonably available and not used.
4. Transportation Reimbursement
 - a. Reimbursable Transportation Related Expenses
 - (1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:
 - (a) CTO fees,
 - (b) Charges for the first checked bag, and
 - (c) Arrival/departure taxes/fees.
 - (2) Currency conversion fees (par. 2830), for allowable transportation costs.
 - b. Authorized Reimbursement. Transportation reimbursement is NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for emergency leave travel:

- (1) Per diem;
- (2) Excess accompanied baggage (except for the first checked bag);
- (3) Unaccompanied baggage; and/or
- (4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

5. Dependent Personal Emergency. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. 7260-A incident to the burial of a deceased member.

6. Travel Across CONUS. Travel across CONUS is at Gov't expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

- a. On permanent duty OCONUS,
- b. Assigned to an OCONUS ship/unit operation, or
- c. With an OCONUS domicile who is on permanent duty or initial training in CONUS, or is described in par. 4090-I, 4090-J, or 4090-K.

2. Not Eligible. A cadet/midshipman is not an eligible member for this transportation.

3. Eligible Dependent. An eligible dependent is one who:

- a. Is command sponsored and resides OCONUS with the member,
- b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or
- c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
 - (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

a. As used in par. 7010, domicile is a member's HOR or place:

- (1) From which first called (or ordered) to active duty,
- (2) Of first enlistment, or
- (3) Of permanent legal residence.

b. A member's domicile is only relevant to personal emergency transportation if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:
 - a. Transportation from an originating location to a destination, and
 - b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. 7010.
2. The authorized locations listed below (including those in par. 7010-C4b(3)) are official travel locations, and available contract city pair airfares *may* be used.
3. Examples

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

A member's PDS is OCONUS and the emergency leave is CONUS Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	\$1,200
Round trip city pair airfare between the PDS and Location A:	\$1,400
Round trip policy constructed airfare between the PDS and Location A:	\$1,600
Since transportation to/from Location A is more expensive than transportation to/from the closest CONUS international airport, Location B, no <i>city pair airfare may be used</i> to/from Location A.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

A member's PDS is OCONUS and the emergency leave CONUS location is Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	\$1,200
Round trip city pair airfare between the PDS and Location A:	\$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city pair airfare to/from Location A (\$980) NTE the \$1,200 cost to Location B.	

4. Member and Dependent(s) OCONUS. For a member described in pars. 7010-B1a and 7010-B1b and dependent(s) described in pars. 7010-B3a and 7010-B3b:

- a. Authorized origins are:
 - (1) A member's PDS;
 - (2) The dependent's other OCONUS location; or
 - (3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. 7010-B1c and dependent described in par. 7010-B3c, check par. 7010-B3a.***

b. Authorized destinations are:

(1) Either:

(a) The CONUS international airport closest (IAW 37 USC §481d the closest CONUS port of entry is the standard of measure) to the location from which the member/dependent departed and to which air transportation is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. See the examples in par. 7010-C3; **NOTE: Par. 7010-C4b(1)(a) creates the sole criterion for the cost limit to be used for transportation to another airport.**

(2) An airport in a Non-Foreign OCONUS Area (App A1); or

(3) Any foreign OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

5. Member and Dependent in CONUS. For a member described in par. 7010-B1c and dependent described in par. 7010-B3c:

a. Authorized origins are the international airports nearest the:

(1) Member's PDS, or

(2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

(1) An international airport in a non-foreign OCONUS area, or

(2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

7015 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT (MEMBERS ONLY)

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location or any time classified as leave or administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) between the TDY/unit location or ship and the:

1. PDS,

2. Home port, or

3. Other location if authorized emergency leave as determined under [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures) for DoD Services and/or Service regulations (par. 1015-C2i).

B. Transportation

1. Space required Gov't transportation must be used if reasonably available.
2. Travel and transportation allowances are the same as if traveling on TDY.
3. The policy in par. 3220-B allowing reimbursement up to the directed mode cost does not apply if Gov't transportation is reasonably available and not used.

C. **Reimbursement**. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. **Cost Construction**. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. 7015-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. **City Pair Airfare Use**. The locations listed in par. 7015-A are official travel locations, and available contract city pair airfares may be used. ***If the member travels to a more expensive 'other' location, city pair airfares are not authorized.***

F. One Way Emergency Leave Travel

1. There is no authority for one way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port.
2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. 7015-D.
3. See par. 7040 for travel and transportation allowances when a ship relocates during the member's authorized absence.
4. **Examples**. ***The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*** Even though payable, per diem and transportation costs to/from terminals are not included in the examples

a. **Example 1**

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city pair airfare between Ft. Campbell and Ft. Belvoir and the policy constructed airfare (App A1) (incorporating some city pair airfare connections) is \$400.	
City pair airfare cost from Ft. Campbell to Denver	\$500
Policy constructed airfare cost from Ft. Campbell to Denver	\$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city pair airfare to Denver. The member's financial responsibility is \$600 of which \$400 is reimbursable.	

b. Example 2

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair airfare from Ft. Hood to Atlanta	\$280
Since transportation to Atlanta is less expensive than transportation to the PDS (Ft. Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

7020 EMERGENCY VISITATION TRAVEL (EVT) (EMPLOYEES ONLY)

A. Related Information

1. Allowable Expenses due to the Death of an Employee/Dependent. Ch 7, Part F.
2. Employee Emergency Travel and Transportation due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part A3.
3. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part B4.
4. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part A5.
5. Travel to Visit a Wounded/Ill Employee. Ch 7, Part H2.

B. General

1. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at Gov't expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.
2. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).
3. Restrictions
 - a. EVT is not permitted for travel wholly within the foreign PDS area/country.
 - b. An employee away from the foreign OCONUS PDS:
 - (1) On leave in a CONUS/non-foreign OCONUS location, or
 - (2) TDY in a CONUS/non-foreign OCONUS locationis not eligible for EVT.
4. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

5. Authority. EVT is authorized in the following circumstances:

- a. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death (pars. 7020-F3 and 7020-O).;
- b. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (App A1) to the place of interment anywhere in the world (pars. 7020-F3 and 7020-P).;
- c. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. 7020-R).; and
- d. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. 7020-B5a, 7020-B5b, 7020-B5c. Also see par. 7020-S.

C. Legal Authority. [10 USC §1599b](#); [22 USC §4081](#) and allowances must be similar to EVT allowances in [3 FAM 3740](#) of the State Department regulations.

D. Funding. EVT expenses are the responsibility of the employee's command.

E. Limit on Number of Travelers

1. General. Ordinarily, the employee *or* one eligible family member (*not both*) is authorized travel at Gov't expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.
2. Exceptions. Additional family members must travel due to:
 - a. A critical injury to a dependent child attending school away from the PDS,
 - b. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area,
 - c. A nursing child needs to accompany the mother, or
 - d. Preschool children to accompany a single parent.

In such cases, the limitations in these regulations apply to each traveler.

F. Definitions

1. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.
2. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:
 - a. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self-support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

b. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51% dependent on the employee for support (App A1 - dependent/immediate family);

c. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/spouse/domestic partner, when such sibling is at least 51% dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self-support; and

c. Spouse or domestic partner.

3. Immediate Family Member. For this Part “an immediate family member” means the following relative of the employee:

a. Spouse or domestic partner;

b. A child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;

c. A parent of the employee/spouse/domestic partner; and

d. A sibling (including stepbrother and/or stepsister) of the employee/ spouse/domestic partner for cases of death.

4. Incapacitation. “Incapacitation” is a physical/mental health condition that may impair an individual’s ability to continue living independently.

5. Parent. A “parent” is the mother/father of the employee/spouse/domestic partner, including stepparent, adoptive parent, or an individual who has stood in place of a parent (App A1 - dependent/immediate family). ***In no circumstance may an individual be deemed to have more than two parents.***

6. AO. The “AO” is the official delegated the authority at the PDS to authorize/approve EVT.

*7. Serious Illness/Injury. “Serious illness/injury” is a circumstance in which a medical authority determines that death is imminent or likely to occur.

G. Transportation Reimbursement

1. Reimbursable Transportation Related Expenses

a. The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

(1) CTO fees,

(2) Charges for the first checked bag, and

(3) Arrival/departure taxes/fees.

(b) Currency conversion fees (par. 2830), for allowable transportation costs.

2. Authorized Reimbursement. Transportation reimbursement is NTE the Gov’t procured transportation cost between a traveler’s PDS and the authorized destination.

3. Reimbursement not Authorized. The following expenses are not authorized for emergency visitation travel:

- a. Per diem;
- b. Excess accompanied baggage (except for the first checked bag);
- c. Unaccompanied baggage; and/or
- d. Ground transportation from PDS/home/destination to the airport and return (to include parking).

H. Travel Limitations

1. Routing. Travel from the employee's PDS (place of temporary abode at which the employee/spouse/domestic partner is located because of an official authorization) to the CONUS/non-foreign OCONUS location of the seriously ill, injured, or deceased immediate family member or incapacitated parent must be by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route.

2. Indirect Route. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov't's advantage to purchase a ticket in foreign currency at an intermediate point.

3. Transportation Costs. In the event the seriously ill, injured, or deceased immediate family member or incapacitated parent is outside the CONUS/non-foreign OCONUS location or the remains of an immediate family member who died in a foreign area are to be accompanied to a foreign area, the employee's/spouse's/domestic partner's transportation cost may not exceed the transportation expenses that would have been incurred for travel between the employee's PDS and the employee's actual residence (App A1), unless the presence in the foreign area of the person to be visited is incident to the employee's assignment at the foreign PDS.

4. Reimbursement. Reimbursement may not exceed allowable transportation expenses actually incurred.

5. Accommodations. Accommodations must be in coach (*unless 'other than economy/coach' accommodations are authorized/approved for medical reasons by the appropriate official designated in par. 3510-A*) or, when air service is not available, minimum first class ship, rail, or bus service.

6. Special Fares. Special fares such as excursion fares and round trip fares must be used to the maximum extent prudently possible.

7. Authorized Transportation Mode

- a. The AO determines the authorized transportation mode.
- b. The cost of the authorized transportation mode may not exceed the cost of the policy-constructed airfare (App A1) between authorized locations.
- c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

8. U.S. Flag Air Carriers. U.S. flag air carriers must be used except as in par. 3525.

I. Order. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation for the employee traveling alone or with dependent(s). An ITA is used to authorize EVT transportation for a dependent traveling without the employee. TDY regulations for transportation accommodations for TDY travel apply to EVT (par. 3525, use of commercial aircraft; par. 2400, arranging official travel).

J. Refund. An employee must repay Gov't paid/reimbursed EVT expenses when EVT is used as a substitute for travel for which EVT use is not authorized. **Example:** Return to the CONUS or non-foreign OCONUS area and resignation.

K. Charge to Leave. See [DoDI 1400.25, Vol. 630](#), and [DoDI 1400.25, Vol. 1260](#).

L. Leave Under the Family Medical Leave Act of 1993. Following are links to websites with information about leave under the Family Medical Leave Act Program.

1. Form [WH-380](#) "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification ([29 CFR 825.306](#))).
2. Federal Employee Entitlements under the [Family and Medical Leave Act of 1993](#).
3. [OPM Final Regulations on Family and Medical Leave](#).
4. [OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification](#).

M. Effect of EVT on RAT. Time spent in a CONUS/non-foreign OCONUS area delays the date of RAT eligibility only if the employee has not accumulated 18 months of continuous service at the foreign PDS (Ch 7, Part A3 - RAT).

N. EVT Followed by FVT

1. Waiting Time. If an employee is eligible for FVT, there must be a minimum three month waiting period following the employee's return to the PDS from EVT before the employee may depart on FVT to the same location.
2. Exception to Waiting Time Requirement. An exception to the waiting requirements may be made for valid reasons by the AO at the PDS.

O. EVT for Medical Reasons

1. Limit on Number of Trips. The employee/spouse/domestic partner is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. 7020-B5b.

*2. Procedure. An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of a medical authority if available) can make a determination whether the medical condition of the family member meets the requirements of par. 7020-F7. The necessary information includes:

- a. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse/domestic partner;
- b. The telephone number of the attending physician or hospital; and
- c. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

3. Immediate Family Member Located in a Foreign Area. If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

P. EVT in the Event of an Immediate Family Member's Death

1. Limitation. Only one round trip may be taken by either the employee or the spouse/domestic partner in the death of any immediate family member.
2. Beginning Travel. Travel must begin as soon as practicable upon notice that the immediate family member has died.
3. Death of Employee/Eligible Family Member. In the death of an employee/eligible family member stationed in a foreign area (*whether death occurs at the PDS or elsewhere in a foreign area*), one round trip to the place of interment is allowable for each eligible family member resident at the PDS (par. 7020-B5b).
4. Travel Statement. The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse or domestic partner) of the deceased.

Q. EVT for Personal Expense Travel to Visit Sibling who Subsequently Dies

1. General. When the employee, or employee's spouse or domestic partner, travels at personal expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from the OCONUS PDS to make that visit, then the eligible traveler may elect, either (but not both) of the following:
 - a. Reimbursement for the round trip visitation travel already taken at personal expense, or
 - b. Subsequent EVT round trip travel for the interment of that sibling.
2. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. 7020-Q1a is limited to par. 7015-G1 requirements, and must conform to par. 7015-H. Par. 7015-G2 lists unauthorized EVT expenses.

R. Incapacitated Parent

1. Travel Purpose. Travel must be to:
 - a. Arrange medical care,
 - b. Arrange home care services, or
 - c. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

2. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:
 - a. Eyesight of a parent (see par. 7365-B2) (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;
 - b. A parent/stepparent/adoptive parent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;
 - c. A parent/stepparent/adoptive parent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility; and/or
 - d. Similar circumstances.

3. Limit on the Number of Trips. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two roundtrips for an employee's spouse or domestic partner over the lifetime of the employee's spouse or domestic partner. ***The employee/spouse/domestic partner may choose to use both EVT trips in this category ICW the needs of one parent.***

Example: Employee takes EVT in 2006 and again in 2010 to care for the employee's mother. In 2012 the employee's father needs to be placed in an assisted living facility. Because the employee already used the two lifetime round trips to care for the employee's mother, the employee may not be authorized EVT to care for the employee's father.

4. EVT Traveler. The employee may designate the spouse or domestic partner to travel in the employee's place or the employee may travel in the spouse's/domestic partner's place.

5. Authorization Procedure

a. The employee:

- (1) Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-R (Incapacitated Parent).
- (2) Should provide as much detail as available at the time of the request for travel at Gov't expense that demonstrates that the request is consistent with the requirements in par. 7020-B5c.
- (3) May supplement the statement with additional detail as more information becomes available. A sample certification follows below.

b. At a minimum the certification must include:

- (1) The number of EVT trips already taken by employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-P.
- (2) The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;
- (3) A detailed description of the circumstances for which the EVT allowance is being claimed; and
- (4) If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship that supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse or domestic partner.

T. EVT Table

EMERGENCY VISITATION TRAVEL					
Travel Authorized	Who May Travel	Visitation Objective	Authorization	Action Required by Employee	Limitation of EVT Visit
<u>Medical</u> (Serious Illness or injury) See pars. 7020-B5a & 7020-O	Employee, or Eligible Spouse	To visit immediate family member seriously ill or injured, near death	Authorized by Ch 7, Part A3	Provide required medical contact information. Submission of repayment acknowledgement if traveling in advance of authorization.	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
<u>Immediate Family Member Death</u> See pars. 7020-B5b & 7020-P	Employee or Eligible Spouse	Attend interment of immediate family member (includes siblings).	Authorized by Ch 7, Part A3	Identify deceased family member not more than 30 calendar days after travel completion. Submission of repayment acknowledgement.	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
<u>Employee/Family Member Death</u> Employee/family member dies outside CONUS/ non-foreign OCONUS area. See pars. 7020-B5b & 7020-P.	Employee; and eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/approve number of travelers	Request AO approval Submission of repayment acknowledgement.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
<u>Incapacitated Parent</u> See pars. 7020-B5c & 7020-R	Employee or Eligible Spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by Ch 7, Part A3	Submission of self-certification acceptable to the AO ¹ . Submission of repayment acknowledgement if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
<u>Unusual Personal Hardship</u> See pars. 7020-B5d & 7020-S.	Employee or Eligible Spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DoD Component concerned.	Submission of any available documentation related to request. Submission of repayment acknowledgement.	Decided on a case by case basis.

Footnote:

1 Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. 7020-B5c & 7020-R (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

7025 EMPLOYEE EMERGENCY TRAVEL AND TRANSPORTATION DUE TO ILLNESS, INJURY, OR A PERSONAL EMERGENCY SITUATION WHILE TDY ([FTR Part 301-30](#))

A. General

1. Eligibility ([FTR §301-30.1](#)). Travel and transportation expenses may be authorized/approved when an employee discontinues/interrupts a TDY travel assignment before completion because of:

- a. An incapacitating illness/injury not due to the employee's misconduct, or
- b. The death or serious illness of a family member, or
- c. A catastrophic occurrence/impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.

2. Medical Travel. See par. 7110 for medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS.

3. Emergency Leave from the PDS. *Gov't funded emergency leave transportation from the PDS under this Part is not authorized.*

B. DoD Component Responsibility/Authority Delegation

1. Authorization/Approval. A DoD Component may authorize/approve reimbursement for transportation and per diem expenses, under this Part, based on the employee's personal situation and the Service's/DoD Component's mission.

2. Delegation of Authority. Delegation of authority must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

C. Employee Responsibility and Documentation ([FTR §301-30.3](#))

1. General. The employee should immediately contact the AO for instructions when:

- a. Incapacitated by illness/injury, or
- b. Informed of an emergency situation

that necessitates discontinuance/interruption of the TDY assignment.

2. Reimbursement. Payments may be approved after travel has been performed.

D. Definitions. As used in this Part, the following definitions apply:

1. PDS. In addition to the App A1 definition, "PDS" also refers to the home/regular business place as it pertains to experts and consultants described in [5 USC §5703](#).

2. Alternate Location

a. An “alternate location” is a destination, other than the employee's PDS or the point of interruption, where necessary medical services or a personal emergency situation exists.

b. In the case of an employee’s illness/injury, the nearest hospital/medical facility capable of treating the illness/injury is *not* an alternate location.

3. Employee’s Incapacitating Illness/Injury

a. An “incapacitating illness/injury” is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing the travel assignment (temporarily or permanently).

b. A sudden illness/injury may include a recurrence of a previous medical condition thought to have been cured or under control.

c. The illness/injury may occur while the employee is at, or en route to/from, a TDY location.

4. Family (FTR §301-30.2)

a. “Family” means those dependents, defined in App A1, who are members of the employee's household at the time the emergency situation arises.

b. For compassionate reasons, and when warranted by the circumstances of an emergency situation, the DoD Component may include other members of an employee’s extended family and the family of the employee's spouse/domestic partner. Individuals named in App A1, who are not dependents/members of the employee's immediate household, fall within this group.

c. The DoD Component must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

5. Personal Emergency Situation. “Personal emergency situation” means:

a. The death or serious illness/injury of an employee’s family member, or

b. A catastrophic occurrence/impending disaster such as a fire, flood, or act of God that directly affects the employee's family/home at the PDS, and occurs while the employee is at, or en route to/from, a TDY location.

6. Serious Illness/Injury of Family Member. “Serious illness/injury of a family member” means:

a. A grave, critical, or potentially life threatening illness/injury,

b. A sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available, or

c. Situations involving less serious illness/injury of a family member in which the employee’s absence would result in great personal hardship for the immediate family.

7. Fire, Flood, or Act of God

a. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes.

b. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane,

earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

E. Employee's Incapacitating Illness/Injury

1. General (FTR §301-30.4). When an employee interrupts/discontinues a travel assignment because of an incapacitating illness/injury (par. 7020-D3), transportation expenses and per diem may be allowed to the extent provided below.

2. Per Diem Continuation at the Interruption Point

a. Interruption Point. The interruption point may include the nearest hospital/medical facility capable of treating the employee's illness/injury.

b. Per Diem. Per Diem:

(1) Is authorized for an employee who interrupts the TDY assignment *because of an incapacitating illness/injury*, and takes any type of leave.

(2) Must not exceed the maximum per diem rate for the location at which the interruption occurs.

(3) May be continued for a reasonable period, ordinarily NTE 14 calendar days for any one absence. The Service/DoD Component may authorize/approve a longer period if justified by the circumstances of a particular case.

(4) *Is not allowed while an employee is confined to a hospital/medical facility that is:*

(a) Within proximity of the PDS, or

(b) The one to which the employee would have been admitted if the illness/injury had occurred while at the PDS (FTR §301-30.5).

c. Payments from Other Federal Sources (FTR §301-30.5). Per diem must not be paid or, if paid, must be reimbursed to the Gov't if the employee receives hospitalization/is reimbursed for hospital expenses under any Federal statute (including hospitalization in a VA/military hospital) other than 5 USC §8901-8913 (Federal Employees Health Benefits Program) while in a travel status in par. 7020-E2.

d. Documentation and Evidence of Illness

(1) The type of leave and its duration must be stated on the travel voucher.

(2) No additional evidence of the illness/injury is submitted with the travel voucher.

(3) Evidence filed with the DoD Component is sufficient. This evidence must be IAW OPM annual and sick leave regulations.

3. Return to PDS/Home

a. General

(1) En route transportation and per diem expenses must be allowed for return travel to the PDS when an employee discontinues a TDY assignment because of an incapacitating illness/injury.

(2) Return travel may be from the interruption point or other point where the per diem allowance was continued (par. 7020-E2).

- (3) If, when the employee's health has been restored, the Service/DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location, such return is a new travel assignment at Gov't expense.
- b. Employee's Attendant/Escort
- (1) Transportation expenses, but not per diem, are allowed for an attendant/escort for a TDY employee who becomes ill/injured.
- (2) An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant.
- (3) Round trip transportation between the PDS and the TDY station or one way transportation between those points is authorized for the attendant/escort ([B-169917, 13 July 1970](#)).
4. Travel to an Alternate Location and Return to the TDY Assignment
- a. Conditions and Allowable Expenses
- (1) Reimbursement for certain excess travel costs may be allowed (par. 7020-E4b) when an employee interrupts a TDY assignment because of an incapacitating illness/injury and takes leave:
- (a) For travel to an alternate location to obtain medical services, and
 - (b) To return to the TDY assignment,
- (2) This interruption must be authorized with the approval of an appropriate DoD Component official,
- (3) The nearest hospital/medical facility capable of treating the employee's illness/injury is not an alternate location (par. 7020-D2).
- b. Excess Cost Calculation
- (1) Reimbursement authorized/approved under par. 7020-E4a is the excess actual travel costs:
- (a) From the interruption point,
 - (b) To the alternate location, and
 - (c) Return to the TDY assignment,
- that exceed the constructed cost of round trip travel between the PDS and the alternate location.
- (2) The actual travel cost is/are the transportation expense(s) incurred and en route per diem for the travel as actually performed from the:
- (a) Interruption point to the alternate location, and
 - (b) Alternate location to the TDY assignment.
- (3) *No per diem is allowed for the time spent at the alternate location.*

- (4) The constructed travel cost is:
 - (a) The sum of transportation expenses the employee would have incurred for round trip travel between the PDS and the alternate location (had the travel begun at the PDS), **PLUS**
 - (b) TDY per diem for the appropriate en route travel time.

The excess cost that may be reimbursed is the difference between the two calculations.

F. Personal Emergency Situation

1. Return to PDS/Home

- a. Transportation expenses and en route per diem may be authorized/approved when an employee discontinues a TDY assignment due to a personal emergency.
- b. Authorization/approval for return travel from the interruption point to the PDS is required.
- c. A new TDY travel order must be issued if the DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location after the personal emergency is resolved.
- d. Contract city pair airfares may be used ICW par. 7025-F1.

2. Travel to an Alternate Destination and Return to the TDY Location

- a. An employee may:
 - (1) Interrupt a TDY assignment due to a personal emergency,
 - (2) Take leave for travel to an alternate destination where the personal emergency exists, and
 - (3) Return to the TDY assignment.
- b. Reimbursement may be authorized/approved for transportation and en route per diem as permitted in par. 7025-E4.
- c. ***Contract city pair airfares may NOT be used ICW par. 7025-F2.***

3. Discount Airfare Use

- a. Contract city pair airfares/reduced airfares available to a traveler on official business, should be used for emergency leave travel authorized in par. 7025-F1.
- b. Contract city pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
- c. If a contract city pair airfare is not available, policy constructed airfare(see App A1) (including a lower or equal airfare offered by a non-contract carrier limited to a Gov't traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.
- d. The AO may authorize a less expensive airfare (with/without restrictions) available to the general public and the traveler may seek a lesser airfare (with/without restrictions).

4. Return to the PDS

- a. *When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO, if one is available. See par. 2400.*
- b. An unused portion of Gov't funded transportation for the TDY assignment must be used if possible.
- c. The DoD Component and the employee must ensure proper accountability for all unused tickets.

5. Travel to an Alternate Destination

- a. Insufficient Personal Funds. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DoD Component may:
 - (1) Procure transportation, or
 - (2) Provide an advance of funds for the employee to procure transportation.
- b. Reimbursement to the Gov't. The employee must reimburse the Gov't for any Gov't funded transportation cost/travel advance in excess of the authorized/approved reimbursement.
- c. City Pair Airfares. City pair airfares may:
 - (1) Be used only when transportation is entirely Gov't funded, and
 - (2) *May not be used for travel to an alternate destination.*

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART B: MEDICAL TRAVEL

SECTION 1: PHYSICAL EXAMINATION OR ILLNESS

MEMBERS ONLY

7075 ATTENDANTS/ESCORTS

A. Definition. See App A1.

B. Determination. A member, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be:

1. A member,
2. U.S. Gov't civilian employee, or
3. Any other person.

C. Appointment. Any person listed in par. 7075-B may be appointed, to accompany an active duty member patient physically incapable of traveling alone, as an:

- *1. Attendant, by a medical authority, or
2. Escort, by the Commander/AO.

D. Travel and Transportation Allowances

1. Member as an Attendant/Escort. A member is authorized TDY travel and transportation allowances.
2. Civilian Employee as Attendant or Escort. A U.S. Gov't civilian employee is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.
3. Other Person as Attendant/Escort. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA, or included in the same travel order (identified as an attendant/escort) issued for the member patient.
 - b. Authorized the same travel and transportation allowances as would be a civilian employee. See par. 7215.
4. Accompanying Dependent Who Is Not an Attendant/Escort. If authorized, the dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. See par. 7195 for eligibility.

E. Non Concurrent Attendant Travel. Non concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment, or there is need for an attendant only during a portion of the patient's travel.

7080 A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

A. Travel Status. *Except when both the member's home and the medical facility are within the same corporate city limits*, a member:

1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:
 - a. Examination, and
 - b. Travel to and from a medical facility (par. 2800-F).
2. Being reevaluated by a Physical Evaluation Board, who is retired/separated for physical disability, is in a travel status during the:
 - a. Hearing, and
 - b. Travel to and from the hearing.

B. Travel and Transportation Allowances. Travel and transportation allowances expire when TDRL status expires. TDRL status expires five years after the date when the member's name was placed on the TDRL, or sooner, per the medical reexamination results IAW [10 USC §1210\(b\)](#).

1. Travel outside the Corporate Limits of the Member's Home

- a. A TDRL member is authorized TDY travel and transportation allowances:
 - (1) To and from a medical facility for required periodic physical examinations, and
 - (2) To, from, and during a hearing, when under an order to appear before a Physical Evaluation Board.
- b. Appointed attendant or escort TDY travel and transportation allowances may be authorized/approved per Agency/Service regulations IAW par. 7075-C.
- c. 'Other than economy/coach' seating accommodations, if necessary for medical reasons, must be authorized/approved IAW par. 2810-A.

2. Local Travel

- a. If a member's home and the medical facility/Physical Evaluation Board are within the same corporate city limits (see par. 2800-B) transportation expenses reimbursement is under Ch 2, Part L.
- b. For this travel, the member's home is the PDS.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or
2. For TDY, if an outpatient.

7085 TRANSFER TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)

A. Travel and Transportation Allowances

1. An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable.
2. Advances may be made against such allowances to the attendant/escort. See par. 7075.
3. Advances must be IAW Service instructions.

B. Transportation in Kind. When transportation in kind is furnished, the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations.

7090 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETH'S HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER

A. Discharged from the Service upon Entry into a Medical Facility. If a member, in the care of an attendant/escort, is ordered to St. Elizabeth's Hospital, an HHS medical facility, or a Veterans Affairs Medical Center:

1. In the locality of the member's home and then discharged, there is no authority for travel and transportation allowances upon discharge from a medical facility.
2. Not in the locality of the member's home, the member is authorized MALT Plus from the medical facility to member's home. See par. 5164.

B. Not Discharged from the Service upon Entry into a Medical Facility. If transferred to St. Elizabeth's Hospital, an HHS medical facility, or a Veterans Affairs Medical Center for observation and treatment (as distinguished from transfer for immediate discharge), a member is authorized travel and transportation allowances in Ch 5, Part A upon discharge from a medical facility.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART B: MEDICAL TRAVEL

SECTION 2: SPECIALTY CARE TRAVEL OVER 100 MILES

MEMBERS ONLY

7095 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. Travel to specialty care over 100 miles applies in the following special circumstances:

1. TRICARE Prime Enrollee

a. Conditions. The patient must be a TRICARE Prime enrollee referred by the primary care manager (PCM) for medically necessary nonemergency specialty care more than 100 miles from the PCM's office.

b. Distance Determination. The Military Treatment Facility at which the TRICARE Prime member is enrolled, or the Lead Agent (if the TRICARE Prime member is enrolled with a civilian PCM) determines if the specialty care is more than 100 miles from the PCM.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. 7095-A1a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. 2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

2. Retired Member with a Combat Related Disability

a. Conditions. The patient must be a retired member with a combat related disability, who is not a TRICARE Prime enrollee, referred by a primary care provider for follow-on specialty care, services and supplies, for that particular disability, more than 100 miles from the primary care provider's office.

b. Distance Determination. The TRICARE Regional Office located in the region where the retiree resides determines if the specialty care is more than 100 miles from the primary care provider's office.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. 7095-A2a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. 2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by a primary care provider.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity/Health Plan Operations memo of 14 July 2009; and USD (P&R) memo of 31 August 2009.

B. Applicability

1. Authorized. Travel under this Part may be provided to a:

- a. Covered beneficiary enrolled in TRICARE Prime; and/or
- b. Retired member/dependents (IAW par. 7095-A) if the retiree/dependents are TRICARE Prime enrollee(s); and/or
- c. Retired member *with a combat related disability*, who is not a TRICARE Prime enrollee.

2. Not Authorized. The following are not authorized travel under this Part:

- a. Active duty members (par. 7085); and
- b. Dependents overseas authorized travel under par. 7105.

C. Transportation

1. General. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved.

- a. Gov't Transportation Used. When practicable, Gov't transportation should be used.
- b. Gov't Transportation Not Used. When Gov't transportation is not available, or is not practicable, patients may be transported by one of the following modes:

- (1) Gov't procured commercial transportation, and/or
- (2) Personally procured commercial transportation (par. 2400), and/or
- (3) POC.

2. Reimbursement

a. Personally Procured Commercial Transportation Used. Reimbursement:

- (1) Is authorized for the actual cost of the transportation used,
- (2) Must not exceed the Gov't's cost if Gov't/Gov't procured transportation is available, and
- (3) Is authorized for actual expenses incurred for the round trip transportation cost between:
 - (a) Home and terminal, and
 - (b) Terminal and the specialty care provider facility, and
 - (c) The specialty care provider facility and lodging (for all trips the patient must make between these two places). The transportation mode used should be the least costly mode available that adequately meets the patient's needs.

b. POC Used. If a POC is used, the patient is authorized the Other Mileage Rate (see par. 2600) for the official distance between the residence and the specialty care facility, and reimbursement for highway,

bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required. Use odometer readings for distances between those locations listed in par. 7095-C2a(3) above.

c. Gov't Procured Transportation Used. Reimbursement is authorized for actual expenses incurred for the round trip transportation cost between:

- (1) Home and terminal, and
- (2) Terminal and the specialty care provider facility, and
- (3) The specialty care provider facility and lodging (for all trips the patient must make between these two places).

D. Lodging and Meals

1. Authorized Reimbursement. Reimbursement NTE the locality [per diem rate](#) for the location concerned is authorized for the actual cost of the patient's:

- a. Lodging (including tax, tips, and service charges), and
- b. Meals (including tax and tips, but not including alcoholic beverages).

2. Reimbursement Limitations. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the specialty care provider (medical or dental) facility location per diem rate.

3. Lodging Tax

a. CONUS and Non-foreign OCONUS Locations (App A1). Lodging tax is:

- (1) Not included in the locality per diem [lodging](#) ceiling.
- (2) A reimbursable expense (App G) except when MALT Plus for POC travel is paid.

b. Foreign OCONUS Locations (App A1). Lodging tax is:

- (1) Included in the locality per diem [lodging](#) ceiling.
- (2) Not a reimbursable expense (App G).

E. Reimbursable Expenses. Reimbursement is not authorized for expenses not specifically authorized in par. 7095-

D. *Other expenses in App G are not authorized.*

F. Administrative Provisions. Orders for attendants must not exceed 30 days unless an extension is authorized/approved. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long-term TDY flat rate per diem in par. 4250 does not apply.

1. An order authorizing/approving patient transportation to a specialist for medical care must cite par. 7095 as authority.

*2. A written statement by a medical authority (military or civilian, as available) that travel is to specialty care provider facility IAW [10 USC §1074j](#) must support the order.

7100 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

- A. General. If a patient meets the par. 7095-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant.
- B. Requirement. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.
- C. Travel and Transportation Allowances. Allowances are authorized, as stated, for the following persons as an attendant:
1. Uniformed Member as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.
 2. Employee as an Attendant. An employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.
 3. Another Person as an Attendant
 - a. A person other than a uniformed member or U.S. Gov't civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, is issued an ITA or included in the patient's order and identified as an attendant.
 - b. This person is authorized reimbursement of reasonable travel expenses as in pars. 7095-C and 7095-D.
- D. Reimbursement Limitation. The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid mileage when traveling by POC).
- E. Beneficiary Questions Regarding Nonmedical Attendant Allowance. A beneficiary with questions about the nonmedical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART B: MEDICAL RELATED TRAVEL

SECTION 3: OCONUS DEPENDENT MEDICAL CARE TRAVEL

MEMBERS ONLY

7105 OCONUS DEPENDENT MEDICAL CARE TRAVEL

A. Dependent Definition. As used in this par., a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

B. Local Medical/Dental Care Not Available

1. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- a. Is accompanying the member and the member has been on active duty for more than 30 days; and
- b. Requires care not available in the member's OCONUS PDS area.

2. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. 7105-B3.

3. Exceptions. A dependent participating under a dental plan established under [10 USC §1076a](#) (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- a. Emergency dental care,
- b. Dental care provided at an OCONUS location, or
- c. Dental care not covered by the dental plan.

C. Elective Surgery. *Travel and transportation reimbursement is not authorized for a dependent that travels for elective surgery.*

Effective 1 October 2014

D. Transportation to and from a Medical and/or Dental Facility. When practicable, Gov't transportation should be used for transportation authorized by this par. When Gov't transportation is not available or its use is not practicable, dependent patients must be transported by:

1. Gov't procured commercial transportation,
2. Personally procured commercial transportation, or
3. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. If a POC is used, the dependent is authorized the Other Mileage Rate (see par. 2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees.

However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the Gov't (i.e., Gov't or Gov't procured transportation). **NOTE: This limit does not apply when Gov't or Gov't procured transportation is not available.** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

E. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

Effective 1 October 2014

F. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, the Other Mileage Rate (see par. 2600) is paid for the distance traveled based on odometer readings, in addition to reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees.

G. Lodging and Meals. Eligible dependents may be authorized the following lodging and meals expense per the AO determination IAW Service/DoD agency policy. A dependent is not authorized meal expenses for roundtrip travel that is performed within 12 hours (see par. 4100-B). This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

1. The actual cost of dependent's lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality [per diem rate](#) for the medical/dental facility location.
2. A newborn infant is authorized actual expense NTE one-half of the applicable daily locality M&IE rate. The allowances eligibility applies to each infant if multiple dependents are involved. See pars. 3005-I and 7105-E for infant(s) return transportation upon termination of hospitalization/medical/dental termination care.

For example, if the infant's formula and fluids cost for a 10-day TDY post-delivery period is \$50 and the applicable locality per diem M&IE rate is \$46; infant(s) daily limitation is \$23. The average daily M&IE incurred was \$5; therefore, pay the lesser amount of \$50 vice \$218.50 (\$23 @ 8 days (\$184) + \$34.50 (17.25 @ 2) (23 @ .75) first/last days)). The mother who is the member or eligible dependent spouse of a member claims the associated lodging, services charges, tips, transportation, and similar adult determined costs if applicable.

3. The amount paid for lodging and meals may not exceed the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/ dental facility locality per diem rate.

NOTE The locality per diem [lodging ceiling](#) in CONUS and in a non-foreign OCONUS area (App A1) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (App G). The locality per diem [lodging ceiling](#) in a foreign area (App A1) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

Effective 1 October 2014

H. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in App G. Receipt requirements are the same as those in par. 2710.

I. Attendants for a Dependent. If a dependent is unable to travel unattended, roundtrip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part D.

J. Advance. Funds may be advanced to cover expenses reimbursable under this par.

*K. Administrative Provisions. An order authorizing/approving dependent travel for medical or surgical care must cite par. 7105 as authority. A statement by a medical authority (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical authority is not available, the order must so indicate and the AO's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

L. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. 5074-A, whose dependent is transported to a place other than the member's PDS under this par., is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

M. Accompanying Dependent Who Is Not an Attendant/Escort. If authorized, the dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. See par. 7105 for eligibility.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART D: TRAVEL OF AN ESCORT OR ATTENDANT

SECTION 1: TRAVEL OF AN ESCORT, ATTENDANT OR AN ACCOMPANYING DEPENDENT

MEMBERS ONLY

7170 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort

1. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone.
2. The member's commanding officer or the AO may appoint an escort.

B. Attendant

1. Any person who, IAW a travel order (or ITA for a person not a member or a Gov't employee), accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally.
2. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs.
3. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility.
- *4. A medical authority appoints an attendant.

7175 GENERAL

A. Authority. Escort/attendant travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

B. Travel Order. A travel order (or ITA for a person not a member or a Gov't employee) for an escort/attendant travel must cite par. 7175 as authority. Travel authorization for attendants or escorts must not exceed 30 days unless an extension is authorized/approved when practical per the Agency/Service determination. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long-term TDY flat rate per diem in par. 4250 does not apply.

C. Travel of a Member's Escort/Attendant. For travel of a member's escort/attendant, see Ch 7, Part D1.

Part D: Travel of an Escort or Attendant/Sec 1: Travel of An Escort, Attendant or Accompanying Dependent (Members Only)

D. Circumstances. This Part prescribes the travel and transportation allowances payable for a dependent's escort/attendant. This travel may be authorized under the following circumstances, for:

1. 1-Year Period. Any person to escort a dependent(s) within the 1-year period after the member:
 - a. Dies,
 - b. Is declared missing,
 - c. Is injured (see par. 5152), or
 - d. Is otherwise unable to accompany the dependent.
2. Dependent Cannot Travel Alone. A person to travel as an escort/attendant for a dependent accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. 7105-I) and the dependent cannot travel alone;
3. Non concurrent PCS Travel
 - a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS.
 - b. Round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized.
 - c. Gov't transportation must be used on a space required basis when available. If not available, allowances are IAW par. 7225;
 - d. *Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*
4. Unusual/Emergency Circumstances
 - a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual/emergency circumstances in pars. 7105 and 5096.
 - b. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination.
 - c. Gov't transportation must be used on a space required basis as the directed mode when available. If not available, allowances are IAW par. 7225;
 - d. *Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*
5. Evacuation. Any person to escort a dependent authorized transportation from the member's PDS incident to an evacuation under par. 6020-B (OCONUS) or 6075-A (CONUS), and who (the dependent) is later authorized return transportation to the member's PDS under par. 6020-I (OCONUS) or 6090-H (CONUS). For escort travel allowances ICW dependent evacuation travel, see par. 6020-H (OCONUS) or 6090-G (CONUS);
6. Medical Facility Transfer. A member to accompany a dependent as an escort/attendant when the dependent, requiring an escort/attendant to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. 7100 in regard to travel for specialty care for TRICARE Prime patients);

Part D: Travel of an Escort or Attendant/Sec 1: Travel of An Escort, Attendant or Accompanying Dependent (Members Only)

7. Member's Burial Ceremony or Memorial Service. Any person authorized to accompany a dependent, authorized transportation to attend a member's burial ceremony or memorial service (see par. 7260-A2) as an escort/ attendant;
8. Student Diagnosis/Evaluation
 - a. Any person authorized to accompany a student when travel is necessary because medical/educational authorities request a student diagnosis/evaluation under [DoDI 1342.12](#).
 - b. See [DODI 1342.12](#) for tuition free handicapped DoDEA students, and one/both of the student's parents/guardians are present to participate in the diagnosis/evaluation (par. 7155-C) or to escort the student; or
9. Travel to a Repatriation Site. Any person to travel as an attendant to accompany a dependent authorized to travel to a repatriation site (see par. 7425) and the family member cannot travel alone.
10. Witness who is a Sexual Assault Victim. Any person to travel as an escort/attendant for a sexual assault victim required to travel to testify or participate (e.g., as a witness at a court martial or Article 32 hearing, pre-trial interviews, other hearing, or panel (including Congressional)) ICW the sexual assault. See par. 7415-E.

7180 MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

A member escort/attendant under this Part is authorized TDY travel and transportation allowances.

7185 CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

An employee escort/attendant, traveling under par. 7175-D1, 7175-D2, 7175-D5, 7175-D7, or 7175-D8, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See par. 7170 or 7175.

7190 ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

1. A person other than a Uniformed Service member or U.S. Gov't civilian employee, designated to travel as an escort/attendant for a dependent, should be issued an ITA.
2. This individual is authorized the same transportation and travel allowances as a DoD civilian employee.
3. See App E for ITA information.

7195 ACCOMPANYING DEPENDENT

The AO may authorize one or more dependents to travel with the patient if the AO determines that:

1. The dependent is command sponsored at the OCONUS PDS, and incapable of self-support;
2. No suitable care arrangements (e.g., IAW the Service "Family Care Plan") can be made at the OCONUS PDS;
3. The travel is in the Gov't's interest; and
4. The authority must be employed judiciously.

NOTE *The accompanying dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order. Any further travel costs for the*

accompanying dependent are the personal financial responsibility of the member. This authority should only be used as a last resort.

7200 FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)

The travel and transportation allowances authorized for an escort/attendant for a dependent may be paid in advance.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART X: MISCELLANEOUS SPECIAL CIRCUMSTANCES

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

A. Mobile Units

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

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

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

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

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

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

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

2. Transportation ICW Overhaul/Inactivation

a. If the overhaul/inactivation location:

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

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

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

3. Transportation ICW Construction

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

4. Authorized Transportation

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

5. Reimbursement

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

6. Conditions

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

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

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

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

A. Disciplinary Action

1. Transportation

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

3. Per Diem

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

B. Prisoners and Guards

1. Travel and Transportation of Prisoners and Their Guards

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

3. Prisoners on "Commandant's Parole"

- a. Travel upon Release. A prisoner, who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in kind and meal tickets to the HOR/other authorized destination.
- b. Subsequent Travel. If practical and appropriate, a prisoner is furnished transportation in kind and meal tickets, from the HOR/other authorized destination to the location concerned, and for return travel, for official travel required for:
 - (1) A rehearing that is ordered following travel completion; or
 - (2) Hospitalization, physical examination, discharge, or other purposes incident to the parole.
- c. Actual Transportation Costs and Occasional Meals. If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. 7620-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. 3045, and for occasional meals (par. 4230).

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

7625 RECRUITING EXPENSE REIMBURSEMENT (MEMBERS ONLY)

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

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

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;
2. Parking fees at itinerary stops;
3. Official telephone calls;
4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;
5. Other small, necessary recruiting expenditures; and
6. Personally procured and consumed meals at non Gov't events when:
 - a. A meal is incidental to the event and the recruiter is required to participate because of assigned duty;
 - b. Attendance during meal time is necessary to full participation in the business of the function; and
 - c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential formal purpose.

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

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

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

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

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

B. Policy

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

C. Allowances. An Armed Forces member, who is authorized to travel under this par. is authorized TDY travel and transportation allowances.

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

A. General

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

B. No Confinement Involved. A member, who has not been confined, is authorized transportation allowances from the place of separation to the HOR/PLEAD, as the member elects.

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

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

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

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

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

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

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

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

G. Convicted Personnel Awaiting Completion of Appellate Review

1. Involuntary Leave

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

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

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

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

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

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

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

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

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

7645 VOIDED ENLISTMENT (MEMBERS ONLY)

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

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

*A. Travel to and from a Service Academy

*1. Upon Entrance to the Academy

*a. A person (other than an enlisted member) is authorized PCS allowances from the abode, home, or school (certified as the place from which travel began) to the academy (Ch 5, Part A).

*b. An enlisted member is authorized PCS allowances from the PDS to the academy (Ch 5, Part A).

2. Upon Graduation and Commission

a. Graduate Officer Leaves the Academy

*(1) A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5, Part A), including dependents (par. 5110-B), and HHG (par. 5282-G).

(2) PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.

(3) Per diem while TDY en route:

(a) Is the same as for a member's TDY, and

(b) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

b. Graduate Officer Remains at the Academy

(1) Upon graduation and commissioning and before beginning PCS travel, the academy is the PDS for per diem purposes, if an officer:

- (a) Remains at the academy, or
- (b) Returns to the academy after graduation leave.

(2) An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.

*3. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5, Part A) for travel from the academy to the abode, home, or PDS.

*4. Rejected Applicants. A prospective cadet/midshipman (other than enlisted), who travels to an academy at the Gov't's invitation to accept an appointment, and is rejected for admission, is authorized PCS allowances (Ch 5, Part A) for travel NTE allowances from the academy to the abode, home, or school (certified as the place from which travel began) ([53 Comp. Gen. 236 \(1973\)](#)).

B. TDY Travel

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

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

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

1. Active Duty Service Member

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

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

*2. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable for examinations preparatory for admission to an academy for a civilian or an RC member not on active duty.

*D. Aviation Cadet. An aviation cadet, on active duty traveling under an order, is authorized TDY allowances. While TDY, Gov't Qtrs and messing availability are on the same basis as an officer.

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

A. General

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

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

b. Is without funds to purchase transportation.

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

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

B. Member Has a Prior Order

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

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

7660 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS (MEMBERS ONLY)

A. General

1. Application. This Part applies to applicants and rejected applicants for:

- a. The Uniformed Services,
- b. The RCs, and
- c. Flight training.

2. Applicant for Flight Training. The term "applicant for flight training" includes:

- a. Civilian applicants for appointment as aviation cadets;
- b. An RC member not on active duty; and
- c. An SROTC member.

B. Transportation Authority

1. Gov't Funded Transportation. Transportation at Gov't expense is authorized for an applicant of:

- a. A Uniformed Service,
- b. An RC, or
- c. Flight training.

2. Beginning and Ending Travel

a. Beginning Travel. Transportation at Gov't expense is authorized from:

- (1) The place at which application is made, or
- (2) Home.

b. Ending Travel. Transportation at Gov't expense is authorized to:

- (1) The place of physical examination,

- (2) The place of qualifying examination, and/or
 - (3) Other processing and acceptance into the Service.
3. Return Transportation at Gov't Expense. An applicant who is:
- a. Rejected, or
 - b. Accepted and ordered to return home to await further orders or a reporting date,

is authorized return transportation at Gov't expense to home/place of application.

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

C. Gov't Procured Transportation and Meal Tickets

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

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

D. TDY Allowances

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

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

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

B. Members Covered. This Part includes a member:

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

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

7800 PRE-EMPLOYMENT INTERVIEW TRAVEL (EMPLOYEES ONLY)

A. Application

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

B. Policy

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

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

D. Eligibility

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

E. DoD Component Responsibilities

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

F. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person

would exercise if traveling on personal business.

2. Travel Agency Use

- a. Transportation tickets should be provided by the interviewing DoD Component.
- b. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a CTO/TMC under contract to the Gov't.

3. Contract Carriers Use. An interviewee is a mandatory user of the Gov't's city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:

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

5. Ticket Exchanges

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

G. Reimbursement

1. Expense Limitation. A DoD Component may pay to/on behalf of an interviewee the same travel expenses authorized for a DoD employee traveling on official business, *except for the expenses listed in par. 7800-G3.*

2. Expense Amount. A DoD Component:

- a. May pay all or part of pre-employment travel expenses.
- b. Electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee.

3. Expenses Not Allowed. A DoD component must not pay expenses for:

- a. Communication services use for purposes other than communication directly related to travel arrangements for the Gov't interview; and
- b. Hire of a room (App G).

H. Travel Expenses

1. Transportation Expenses. Interviewee transportation by common carrier, other than local public transit systems, must be paid for with a Gov't procured transportation document or a CBA. Common carrier transportation includes air, bus, rail, and other public transit systems.
2. Other Authorized Expenses. The DoD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

I. Sources Not Allowed

1. GTCC
 - a. A GTCC, issued to an individual employee, **may not** be used for pre-employment interview travel.
 - b. A CBA may be used to pay the interviewee's allowable transportation expenses.
2. Travel Advances. ***The interviewee must not be issued a travel advance.***
3. Travelers Checks. ***Gov't contractor issued travelers' checks may not be used for pre-employment interview travel.***

J. Fraudulent Claim. The DoD FMR addresses:

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

K. Receipt and Record Maintenance. The interviewee should:

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

L. Travel Voucher Preparation and Submission

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

7805 IPA MOBILITY PROGRAM (EMPLOYEES ONLY)

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

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

1. State or local government,
2. Institutions of higher education,
3. Indian tribal governments,
4. Federally funded research and development centers, or,
5. Other eligible organizations.

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

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

D. Time Limitation. An assignment may be:

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

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

7810 THREATENED LAW ENFORCEMENT OFFICERS (EMPLOYEES ONLY)

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

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

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

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

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

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

1. General. When authorized/approved by the DoD Component, a law enforcement/investigative employee (App A1) and immediate family member(s) (App A1) are eligible for subsistence and transportation expenses when the employee is in a life threatening situation because of the employee's assigned duties.

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

G. Temporary Accommodations

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

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

H. Delegation of Authority. The DoD Component head:

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

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

I. Risk Evaluation

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

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

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

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

degree and seriousness of the threat.

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

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

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

a. Whether or not protective action should be initiated or continued, and

b. The amount of subsistence and transportation expenses that should be authorized/approved.

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

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

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

K. Subsistence Payments

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

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

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

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

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

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

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

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

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

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

- a. Limitations. Subsistence payments ordinarily are only for lodging costs.
- b. Exceptions. Meals and laundry/cleaning expenses may be paid if the:
 - (1) Temporary accommodations do not have kitchen facilities,
 - (2) Temporary accommodations do not have laundry facilities, or
 - (3) DoD Component determines that other extenuating circumstances exist which necessitate payment of these expenses.

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

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

- a. Lodging,
- b. Meals, and
- c. Other allowable subsistence expense items.

2. Receipts

- a. See par.2710 and [DoD FMR 7000.14-R, Volume 9](#) for receipt requirements.
- b. Travelers should retain ALL receipts for tax or other purposes.

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

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

1. General. Funds may be advanced for travel and transportation expenses covered in this Part under DoD Component policies and procedures, and IAW Ch 2, Part E.
2. Limitations. Advances must not exceed estimated expenses for a 30 day period computed under par. 7810.
3. Reimbursement to the Gov't. An employee must reimburse the Gov't for any portion of the advance disallowed or not spent.

7815 TRAVELERS WITH A DISABILITY/SPECIAL NEED

A. Provisions

1. Rehabilitation Act of 1973, as amended,
2. [29 USC §701](#) et seq., and
3. [5 USC §3102](#) as amended (**Employees Only**),

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

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

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

D. Limitations

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

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

1. Disability. A “disability” means:

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

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

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

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

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

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

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

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

- a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;
- b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. None of the impairments defined in this par., but is treated by the Service/Agency as having a substantially limiting impairment.

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

a similar characteristic.

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

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the traveler. The attendant does not have to be a member of the traveler's immediate family.;
2. Specialized transportation for the traveler to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the traveler's disability/special need;
4. Costs incurred as a direct result of the traveler's disability/special need for baggage handling ICW public transportation or at lodging facilities. See par. 2830-G, Baggage Handling Tips.;
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location;
6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Service/Agency other than economy/coach class travel policy. See par. 2110-J and App P2, Sec C, FAQ #2 for medical justification of 'other than economy/coach class' accommodation use.; and
7. Service of an attendant, when necessary, to accommodate the traveler's disability/special need. See App E1, par. A21 if the attendant traveler is not an employee or member.

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

1. General. 5 USC §3102, authorizes hiring (with or without pay) a/an:
 - a. Personal assistant,
 - b. Reader, and/or
 - c. Interpreter,

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

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

H. Specially Equipped Automobile Transportation between CONUS PDSs

1. Provision. Specially equipped automobile transportation between CONUS PDSs is based on 64 Comp. Gen. 30 (1984).
2. Transportation/Reimbursement. See par. 5616-C concerning transportation by the component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/special need between CONUS PDSs.

7820 TRAVEL OF A CONSULTANT OR EXPERT (EMPLOYEES ONLY)

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

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

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

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the Gov't's advantage;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under [50 USC, App. §2160](#)).

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

7825 MISSING PERSONS (EMPLOYEES ONLY)

A. General

1. Authorized Transportation. Provided the requirements in par. 7285 are met, transportation at Gov't expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:
 - a. Dead,
 - b. Injured/missing for a period of 30 or more days,
 - c. Interned in a foreign country, or
 - d. Captured by a hostile force.
2. Transportation Requirements. Transportation, IAW par. 7285, is authorized provided the employee:
 - a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence,
 - b. Is not part time/intermittently employed,

- c. Is not native labor hired on an hourly/per diem basis,
- d. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment ([5 USC §5564](#)).

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

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

B. Conditions

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

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

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

7830 JUROR TRAVEL (EMPLOYEES ONLY)

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

7835 LABOR ORGANIZATION REPRESENTATIVE TRAVEL (EMPLOYEES ONLY)

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

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

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

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 DoD FMR, 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.

*D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage and utility expenses) 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 prorated 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. See 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 ([FTR §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 a 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 a long-term 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)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency/Central Security Service (NSA/CSS)	
U.S. Court of Appeals for the Armed Forces	Defense Health Agency (DHA)	Defense Legal Services Agency		Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	

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 GSBGA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBGA 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](#); and [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](#) and [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, primary residence, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, primary residence, 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 'when actually employed'
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 Part 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 Part 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. Government property issued to the member or employee by an Agency or 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 §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.

***LONG-TERM TDY.** Temporary Duty (TDY) for a continuous period of 31 days or more.

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.***

***MEDICAL AUTHORITY.** A doctor of medicine or osteopathy who is authorized to practice medicine or surgery, or other health care provider, authorized to practice in the U.S. (or one of its territories or possessions), authorized to diagnose and treat physical, dental or mental health conditions, and who is performing within the scope of their practice. A medical authority in a foreign country is a health care provider who is authorized to practice IAW the laws of that country.

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/employee 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 home port/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

- 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 primary residence, home or 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 or primary residence 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 home port/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 or 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 Military Auxiliary Radio System ([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 equipment 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. 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 **(Members Only)**.

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, Anatathan, 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 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 H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

SECTION 2C: FIRST CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes in App H2B.

C. First Class Accommodations Requests

1. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

a. **NO**. First class accommodations must not be authorized/approved.

2. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(1) **YES**. Would traveler arrive later than the required reporting time at the duty site?

(a) **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-1- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-2- **NO**. First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) **NO**. Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- **NO**. First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

3. Is the request for first class accommodations because of medical reasons (F2)?

a. **NO**. First class accommodations must not be authorized/approved.

*b. **YES**. Has a medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first class accommodations?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?

(a) **YES**. First class accommodations must not be authorized/approved.

(b) **NO**. First class accommodations may be authorized/approved.

4. Is the request for first class accommodations due to exceptional security circumstances (F3)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Would use of other than first class accommodations entail danger to the traveler's life or Government property?

(1) **YES**. First class accommodations may be authorized/approved.

(2) **NO**. Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?

(a) **YES**. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO**. First class accommodations must not be authorized/approved.

-2- **YES**. First class accommodations may be authorized/approved.

(b) **NO**. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO**. First class accommodations must not be authorized/approved.

-2- **YES**. Can adequate security of the pouch or package be maintained in coach or business class?

-a- **YES**. First class accommodations must not be authorized/approved.

-b- **NO**. First class accommodations may be authorized/approved.

5. Is the request for first class accommodations mission required (F4)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>)?)

(1) **YES**. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the

only authorization/approval authority.

(2) **NO**. Is the traveler a high level invited guest?

(a) **YES**. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) **NO**. Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal Gov't officials?

-1- **YES**. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-2- **NO**. First class accommodations must not be authorized/approved.

6. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Has the TO/agent documented that there are no other scheduled coach or business class flights/seats?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. First class accommodations may be authorized/approved.

7. Is the request for first class accommodations because a non-Federal source is paying (F6)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Does the non-Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. Have the transportation services been paid in advance by a non-federal source?

(a) **NO**. First class accommodations must not be authorized/approved.

(b) **YES**. First class accommodations may be authorized/approved.

8. Is the request for first class accommodations for a member/employee traveling in support of congressional travel (FC)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. An approval authority must sign a separate and distinct authorization form for issuance of any other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

SECTION 3B: BUSINESS CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes in App H3A.

C. Business Class Accommodations Requests

1. Is the request for business class accommodations because other than economy/coach airfare costs less than the least expensive unrestricted economy/coach airfare (B7)?

a. **NO**. Business class accommodations must not be authorized/approved.

2. Is the request for business class accommodations because there are no least expensive unrestricted economy/coach accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B8)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is the mission so urgent that it cannot be postponed?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(a) **YES**. Business class accommodations must not be authorized/approved since arrival time reporting time in these cases is not mission critical.

-1- **NO**. Business class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

3. Is the request for business class accommodations because of medical reasons (B1)?

a. **NO**. Business class accommodations must not be authorized/approved.

*b. **YES**. Has a medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

(a) **YES**. Business class accommodations must not authorized/approved.

(b) **NO**. Business class accommodations *may* be authorized/approved.

4. Is the request for business class accommodations due to exceptional security circumstances (B2)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Would use of other than business class accommodations entail danger to the traveler's life or Gov't property?

(1) **YES**. Business class accommodations *may* be authorized/approved.

(2) **NO**. Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

(a) **YES**. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Business class accommodations *may* be authorized/approved.

(b) **NO**. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Can adequate security of the pouch or package be maintained in coach class?

-a- **YES**. Business class accommodations must not be authorized/approved.

-b- **NO**. Business class accommodations *may* be authorized/approved.

5. Is the request for business class accommodations mission required (B9)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is travel in connection with Federal Advisory Committees (5 USC app. <http://www.usdoj.gov/04foia/facastat.pdf>)?

(1) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(2) **NO**. Is the traveler a high level invited guest?

(a) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(b) **NO**. Is the traveler a U.S. armed forces attaché accompanying ministers of a foreign government traveling to the U.S. to consult with U.S. Federal Gov't officials?

-1- **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

-2- **NO.** Business class accommodations must not be authorized/approved.

6. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has the TO/agent documented that no other scheduled coach class flights are available?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Business class accommodations *may* be authorized/approved.

7. Is the request for business class accommodations because a non Federal source is paying (B5)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Does the non-Federal source want the traveler to use business class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Have the transportation services been paid in advance by a non-federal source?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Business class accommodations *may* be authorized/approved.

8. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the aircraft have more than two cabins?

(a) **NO.** Business class accommodations must not be authorized/approved. *NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.*

(b) **YES.** Business class accommodations *may* be authorized/approved.

9. Is the request for business class accommodations because business class accommodations would result in an overall savings to the Gov't (B7)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Is there an actual cost comparison showing the overall savings details?

(a) **NO**. Business class accommodations must not be authorized/approved.

(b) **YES**. Does the aircraft have more than two cabins?

-1- **NO**. Business class accommodations must not be authorized/approved. **NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.**

-2- **YES**. Business class accommodations *may* be authorized/approved.

10. Is the request for business class accommodations because the scheduled flight time is in excess of 14 hours (B6)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Does the traveler have to begin work immediately after arrival?

(a) **NO**. Business class accommodations must not be authorized/approved.

(b) **YES**. Can a rest period be scheduled en route or at the TDY site before starting work?

-1- **YES**. Business class accommodations must not be authorized/approved.

-2- **NO**. Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

-a- **NO**. Business class accommodations must not be authorized/approved.

-b- **YES**. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEMLE, or evacuation or any transportation other than TDY?

/1/ **YES**. Business class accommodations for these types travel must not be authorized/ approved.

/2/ **NO**. Business class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

11. Is the request for business class accommodations for a member/employee traveling in support of congressional travel? (BC)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

SECTION 4A: 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS FOR A MEDICAL DISABILITY/SPECIAL NEED REASON

*It is DoD policy (see par. 2110-J) that 'other than economy/coach' accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach seats, etc.). The condition must be certified by a medical authority and authorized by the 'other than economy/coach' AO in advance of travel. This requirement is in the JTR. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

A traveler who requests 'other than economy/coach' accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required 'other than economy/coach' authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate 'other than economy/coach' AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for 'other than economy/coach' transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy/coach class airfare.*

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**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION
 DECISION SUPPORT TOOLS**

**SECTION 4B: 'OTHER THAN ECONOMY/COACH' TRANSPORTATION
 APPROVAL CHECKLIST**

'OTHER THAN ECONOMY/COACH' TRANSPORTATION APPROVAL CHECK LIST			
<p>Although existing policy allows the use of 'Other Than Economy/Coach' Transportation (i.e., Premium Class Travel) in certain circumstances, the Approving Official (AO) must certify that all decision factors and other alternatives were considered prior to recommending approval. The 'Other Than Economy/Coach' Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.</p>			
No.	Item	Yes	No
1.	Can the objective be accomplished by correspondence, teleconference, web-based communications or other appropriate means?		
2.	Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour Leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEML); or Evacuation? <i>NOTE: 'Other Than Economy/Coach' transportation should not be approved for any of these trips types.</i>		
3.	Could another traveler accomplish the mission?		
4.	Could a GSA "business class" city pair airfare be used for 'Other Than Economy/Coach' transportation?		
5.	Could lower cost accommodations (i.e., economy-plus/coach elite, bulkhead, two economy seats or lowest business class seating be used as an alternative to 'Other Than Economy/Coach' seating/airfares?		
6.	Is the cost for 'Other Than Economy/Coach' airfare less than the cost for the least expensive unrestricted economy-/coach-class airfare?		
7.	Have other alternative travel dates and/or times been considered to obtain an economy-/coach-class airfare?		
8.	If flight time is in excess of 14 hours, (including non-overnight airport stopovers and plane changes) could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?		
9.	*Has sufficient justification been provided from a medical authority, certified in the last six months, that a disability or other special medical need exists and the condition necessitates 'Other Than Economy/Coach' transportation? If the disability is a lifelong condition, then a certification statement is required every two years.		
10.	FOR DoD: As the authorizing official, reporting offices (approval authority) must ensure that all trips involving Other Than Economy/Coach Class airfares have been approved in accordance with all regulations.		

11	REMARKS (Use this space for additional/beneficial information or comments applied in the decision process.)
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Recommend approval of attached 'Other Than Economy/Coach' Transportation request for:

Traveler Name

Recommending Official's Name

Recommending Official's Title

Recommending Official's Signature

Date

See the [DTMO website](#) for an electronic version of this document.

APPENDIX P: CITY PAIR PROGRAM

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY PAIR PROGRAM

A. City Pair Program FAQs

1. How does the program work?

- a. **First**, GSA concentrates the Gov't's market share to make the most of the competition available. The Gov't's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.
- b. **Second**, GSA works with Gov't agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.
- c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city pair program advantages?

- a. No advance purchase required,
- b. No minimum or maximum length of stay required,
- c. Fully refundable tickets and no charge for cancellations or changes,
- d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),
- e. No blackout dates,
- f. Locked-in airfares facilitate travel budgeting,
- g. Significant discounts over regular walk-up airfares, and
- h. Airfares are priced on one way routes simplifying multiple destination travel.

3. Why can't contractors use it? It would save the Gov't a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the Gov't roughly \$2 billion annually. *GSA advises that the purchase of a contract city pair airfare ticket on behalf of a Gov't contractor is wrong, is a misuse of the city pair program, and could jeopardize its future success.*

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a Gov't traveler for authorized travel is unused or partially used when:

- a. Travel is terminated short of the authorized destination.
- b. The return portion of a round trip is not used.

- c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The Gov't and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

B. City Pair Program Policy FAQs

1. Who can use it?

The City Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas.

2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Gov't traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Gov't traveler (sometimes called "DG" airfares) are not included in this exception. When Gov't/Gov't contracted transportation/CTO (App A1) or in-house services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city pair carrier.***); or
- b. The contract carrier's flight schedule is inconsistent with JTR policies to schedule travel during ordinary working hours (see par. 3030.); or
- c. A U.S. flag non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the Gov't (the combined costs of transportation, lodging, meals, and related expenses considered); or

NOTE 1 to paragraph (c): *This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S. flag carrier is restricted to a Gov't or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available.*

NOTE 2 to paragraph (c): *The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. flag airline offers a still lower restricted airfare not matched by the contract carrier.*

NOTE 3 to paragraph (c): *Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the Gov't's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by Gov't authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.*

EXAMPLES: Airline X is the city pair contract carrier and Airline Y is another U.S. flag non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. flag Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

- d. Cost effective rail service is available and is consistent with mission requirements; or
- e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.

(3) If the Gov't contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

3. What makes the city pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuitry (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

- a. A non-stop carrier is not available for a specific route.
- b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Gov't business for the route.
- c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Gov't.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

C. City Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city pair air carrier if authorized to use ‘other than economy/coach’ airfare (business or first class)?

Yes. The City Pair Program contracts are mandatory for coach and, within DoD, for ‘other than economy/coach’ service when the contract carrier offers an ‘other than economy/coach’ contract airfare. ‘Other than economy/coach’ service accommodations must be authorized IAW par. 3520.

***2. Can I upgrade to business class seating at Gov’t expense to accommodate my disability?**

Maybe. IAW Agencies/Services’ policy, ‘other than economy/coach’ travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler’s condition (e.g., bulkhead, aisle seating, use of two adjoining economy/coach seats, etc.). The condition must be certified by a medical authority and authorized by the ‘other than economy/coach’ AO in advance of travel IAW JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

3. Can the air carrier charge for seating ‘options’ and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be ‘options’, i.e., front of the cabin, larger seats, etc. The choice to pay extra for ‘optional’ seats is personal to the traveler and is not a Gov’t requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers’ control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won’t be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

D. City Pair Airline Airfare FAQs

1. How do I know if there is a contract city pair airfare?

Contract city pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check the following city pair website <http://www.gsa.gov/portal/category/27228>.

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City pair airfare rate?

The ticket shows a three-letter airfare basis code with –CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following airfare basis codes:

- a. **YCA** = Guaranteed GSA economy/coach city pair airfare which is a highly discounted unrestricted airfare. If the Gov't contract city pair carrier offers a lower cost capacity controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

NOTE 1: Personal frequent flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity controlled airfare, the traveler is financially responsible to the Gov't for the cost difference between the YCA airfare and the lower capacity controlled airfare. CBCA 1511-TRAV, 7 May 2009.

NOTE 2: This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.

- b. **–CA** = Limited capacity, GSA economy/coach city pair airfare which capacity controlled airfare with a deeper discount preferred by the Gov't.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc.). The only difference between the YCA and –CA is that there are a limited number of seats on the less costly –CA Airline City Pair rate which varies carrier by carrier and market by market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and –CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a –CA airfare and make changes, if necessary.

4. How early is early to take advantage of the Gov't discount for normal airfare city pair airfares (–CA)?

The city pair airfare program encourages a Gov't traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city pair airfares).

5. Why does the Gov't have to pay the Airline Passenger Excise tax? Isn't the Gov't exempt from tax?

The Federal Gov't is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal Gov't must pay.

6. How can the cost of a city pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Gov't rate for my airline reservations?

The DTS vendors' OBE displays valid GSA contract city pair airfare rates, but they display them differently than the GSA Airline City Pair website.

- a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.
- b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax, plus airport and security fees) depending on which DTS vendor is used.

E. City Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Gov't business?

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

2. Can I use a contract city pair airfare for personal travel taken in conjunction with official Gov't travel? What if the Gov't cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?

The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official Gov't travel, the contract city pair airfares cannot be used for that portion of the trip since that travel is personal. These city pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the Gov't is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY order for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. Gov't and traveler limitations are:

- a. Use the two one-way contract city pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Gov't one-way airfare is \$251 and roundtrip is \$502.
- b. Reimbursement for the entire trip is limited to \$502. The contract city pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Gov't and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. City pair airfares may be used IAW par. 4090-C.

NOTE: CTO use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

3. What Gov't sponsored leave programs qualify for contract city pair airfares?

Contract city pair airfare use MAY BE POSSIBLE for official Gov't funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JTR for actual authority when contract city pair airfares may be used.

- a. **Employee:** RAT (see par. 7065 and App I3-E4b), FVT (par. 7070), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.
- b. **Member:** COT (par. 7060), Emergency Leave (par. 7010), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JTR references for authority.

F. **GSA Points of Contact.** GSA - Airfares (City Pair Program) at www.gsa.gov/city_pairs or contact GSA by email at Travel.Programs@gsa.gov or phone 1-888-472-5585 for more information on GSA's Airline City Pair Program. ***Only those without Internet access should call.***