

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

DONALD G. SALO JR.

Deputy Assistant Secretary of the Army
(Military Personnel & Quality of Life)

KURT B. HINRICHS

RADM, USCG
Acting Director, Reserve and Military Personnel

JULIET M. BEYLER

Deputy Assistant Secretary of the Navy
(Military Manpower and Personnel)

DAVID A. SCORE

RADM, NOAA
Director, NOAA Corps

JEFFREY R. MAYO

Deputy Assistant Secretary of the Air Force
(Force Management Integration)

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 30-16 -- Add Academy Cadets/Midshipmen and SROTC Cadets to Funeral and Bedside Travel.

Authorizes transportation for eligible relatives of a deceased Service Academy cadet/midshipman or Senior Reserve Officers' Training Corps (SROTC) cadet while receiving pay under 37 USC §209(d) to attend the cadet/midshipman/SROTC cadet's burial ceremony. Also authorizes transportation allowances for designated individuals or non-medical attendants for Academy cadets/midshipmen and SROTC cadets on training orders very seriously and seriously wounded, ill or injured. Affects pars. 7205, 7260-A, and 7315.

MAP/CAP 70-16(E) -- Eliminate CTO Transaction Fee Reimbursement. This item eliminates reimbursement of the CTO transaction fee when DTS or a CTO are available, but not used by the traveler. When DTS or an available CTO are not used, the transaction fee for personally procured transportation and/or lodging from other than a CTO may not be reimbursed. Affects pars. 2415-B, 3045-C3, and T4025-D3.

MAP 72-16(E) -- Lodging for Disciplinary Travel. Clarifies that a member traveling for disciplinary action must be provided Government quarters, but if none are available, actual lodging cost not to exceed the lodging portion of the locality per diem rate may be reimbursed. Affects par. 7620-A.

MAP/CAP 74-16(I) -- Remove Potable Water and Ice from the Incidental Expense Portion of Per Diem.

Removes potable water and ice as part of the incidental expense portion of per diem. Potable water and ice are part of the meal portion of per diem. Affects par. 2830-G, and Appendices A1 and G.

MAP/CAP 81-16(I) -- Eliminate the Term Authenticating Official. Eliminates the term Authenticating Official throughout the JTR. Affects Appendices A1; I1, par. A1e; and I4, par. A1.

MAP/CAP 82-16(I) -- National Rifle and Pistol Matches - Repealed. Eliminates the JTR authority related to National rifle and pistol matches contained in 10 USC §4312 as that authority has been repealed. Affects Appendix E1, par. C.

MAP 87-16(I) -- Indeterminate Temporary Duty (ITDY) Travel Allowances. Corrects allowances for dependent travel when a member executes travel on ITDY. Dependent allowances may only be authorized if the member's ITDY order does not provide for return to the PDS, in which case the member would travel under PCS allowances. Affects par. 4900-C3.

MAP 91-16(I) -- Correct Reference in JTR, par. 7095-C2b. Corrects the reference in par. 7095-C2b concerning POC use for specialty care travel over 100 miles.

MAP/CAP 96-16(I) -- Return to PDS During Long-Term TDY. Clarifies the circumstances under which return to the PDS during long-term TDY is authorized. Affects par. 4435.

CAP 97-16(I) -- Correct reference in Training Course. Corrects the reference in par. 4955-B2 on Training Course from par. 4920-C to 4963-C and removes duplicate language. Affects par. 4955-B2.

MAP 98-16(I) -- App N TOC Edit. Removes Table II from MIHA Security Locations in the Table of Contents as this table was previously deleted.

CAP 101-16(I) -- Short Distance Transfers. This item clarifies that a short distance transfer may be authorized when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. Typically, a short distance transfer is within the same city or area, but that is not always the case. The deciding factor must be the 50 mile distance criteria ICW the current residence and not the distance from old PDS to new PDS. Affects Ch 5, TOC, pars. 5556, 5562, 5566, 5908, 5910, and App A1.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 AUGUST 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 A2f | 07-16 | 07-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |

| JTR | 08-16 | 07-16 | 06-16 | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Part B1 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 |
| Part B2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3a | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3b | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3c | 06-16 | 06-16 | 06-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B3d | 06-16 | 06-16 | 06-16 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 |
| Part B3e | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part B4 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B5 | 06-16 | 06-16 | 06-16 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 |
| Chapter 7 | | | | | | | | | | |
| TOC | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 11-15 | 11-15 | 11-15 | 11-15 |
| Part A1 | 06-16 | 06-16 | 06-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A2 | 06-16 | 06-16 | 06-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 |
| Part A3 | 07-16 | 07-16 | 06-16 | 03-16 | 03-16 | 03-16 | 02-16 | 12-15 | 12-15 | 08-15 |
| Part A4 | 06-16 | 06-16 | 06-16 | 03-16 | 03-16 | 03-16 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A5 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A6 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A7 | 06-16 | 06-16 | 06-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part A8 | 06-16 | 06-16 | 06-16 | 05-16 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 | 04-15 |
| Part A9 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 02-15 | 02-15 | 02-15 |
| Part A10 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part A11 | 06-16 | 06-16 | 06-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B1 | 07-16 | 07-16 | 06-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part B2 | 08-16 | 07-16 | 06-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part B3 | 07-16 | 07-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 11-15 | 11-15 |
| Part B4 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 01-15 |
| Part C1 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part C2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part D1 | 07-16 | 07-16 | 06-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part D2 | 08-16 | 06-16 | 06-16 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 03-15 |
| Part D3 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part E | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part F1 | 08-16 | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part F2 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Part G | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part H1 | 08-16 | 06-16 | 06-16 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 02-15 |
| Part H2 | 06-16 | 06-16 | 06-16 | 03-16 | 03-16 | 03-16 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part I | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 12-15 | 12-15 | 12-15 | 10-14 |
| Part J | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-14 |
| Part K | 06-16 | 06-16 | 06-16 | 05-16 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 |
| Part L1 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part L2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part M1 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part M2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part X | 08-16 | 07-16 | 06-16 | 02-16 | 02-16 | 02-16 | 02-16 | 06-15 | 06-15 | 06-15 |
| Chapter 8 | | | | | | | | | | |
| TOC | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Ch 8 | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 11-15 | 11-15 | 11-15 | 11-15 |
| Chapter 9 | | | | | | | | | | |
| TOC | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 05-15 | 05-15 |
| Part A | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 08-15 | 08-15 |

| JTR | 08-16 | 07-16 | 06-16 | 05-16 | 04-16 | 03-16 | 02-16 | 01-16 | 12-15 | 11-15 |
|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Part B | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 08-15 | 08-15 |
| Part C1 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 11-15 | 11-15 |
| Part C2 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 10-14 | 10-14 |
| Part C3 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 10-14 | 10-14 |
| Part C4 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 07-15 | 07-15 |
| Part C5 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 12-14 | 12-14 |
| Part C6 | 06-16 | 06-16 | 06-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 11-15 | 11-15 |
| Part C7 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 01-16 | 03-15 | 03-15 |
| Part D | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 01-16 | 10-15 | 10-15 |
| Chapter 10 | | | | | | | | | | |
| TOC | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 | 11-15 |
| Part A | 07-16 | 07-16 | 06-16 | 05-16 | 03-16 | 03-16 | 02-16 | 09-15 | 09-15 | 09-15 |
| Part B | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part C | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 03-16 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part D | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part E1 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E2 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part E3 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E4 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E5 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E6 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E7 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E8 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 02-16 | 10-15 | 10-15 | 10-15 |
| Part E9 | 06-16 | 06-16 | 06-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part E10 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part E11 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part E12 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 | 12-14 |
| Part E13 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 | 10-15 |
| Appendix A | | | | | | | | | | |
| Part 1 | 08-16 | 07-16 | 06-16 | 05-16 | 03-16 | 03-16 | 02-16 | 12-15 | 12-15 | 10-15 |
| Part 2 | 06-16 | 06-16 | 06-16 | 03-16 | 03-16 | 03-16 | 09-15 | 09-15 | 09-15 | 09-15 |
| Appendix E | | | | | | | | | | |
| Part 1 | 08-16 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 | 08-15 |
| Part 2 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 |
| Part 3 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 | 03-15 |
| Appendix F | | | | | | | | | | |
| Part 1 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 |
| Part 2 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Appendix G | | | | | | | | | | |
| App G | 08-16 | 06-16 | 06-16 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 12-15 | 08-15 |
| Appendix H | | | | | | | | | | |
| Part 1 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 |
| Part 2A | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 2B | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 2C | 07-16 | 07-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part 3A | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 3B | 07-16 | 07-16 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 | 07-15 |
| Part 3C | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 | 09-15 |
| Part 4A | 07-16 | 07-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 4B | 07-16 | 07-16 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |
| Part 4C | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 | 10-14 |

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

CHAPTER 2: OFFICIAL TRAVEL

PART F: ARRANGING OFFICIAL TRAVEL

2400 CTO USE

A. Policy

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

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

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

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

D. Failure to Follow Regulations

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

2405 TRAVEL ARRANGEMENT REQUIREMENTS

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

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

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

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

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

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

2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED

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

*B. Transaction Fee Reimbursement. *When an available CTO is not used*, the transaction fee *for personally procured transportation* or lodging from other than a CTO *may not be reimbursed*.

2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE

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

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

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

CHAPTER 2: OFFICIAL TRAVEL
PART 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.

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

3. Exchange Rates. A traveler, who pays with a credit card for OCONUS expenses, is responsible for checking with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.

4. 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.

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

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.

***Potable Water and Ice.** Potable water and ice are subsistence expenses covered by per diem and are not reimbursable as a separate travel expense ([28 Comp. Gen. 627 \(1949\)](#)).

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](#)).

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 A: GENERAL

SECTION 2: TRANSPORTATION REIMBURSEMENT

3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;
2. Transportation to/from carrier terminals; and
3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all Uniformed Service Members and DoD civilian employees use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Service/Agency/DoD Component designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. 1035 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see pars. 5588 and 5532-C), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. 3045-D-H.
2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.
3. See Ch 4, Part G when the transportation is partly by POC.
4. If a traveler uses Gov't procured transportation for part of a journey (see par. 3035), the limits in pars. 3045-D and 3045-E must be reduced by its cost.

5. **MEMBERS ONLY:** *This policy does not apply to pars. 5020-B, 7060-F1a, 7010-A, 7015, 7655, 7620-A, 7620, 7635, 7175-D3, and 7175-D4.*

C. Transaction Fee

1. The cost paid by the Gov't for Gov't/Gov't procured transportation, in-house/CTO transportation, frequently includes a transaction fee for arranging the transportation.
2. A CTO transaction fee incurred by a traveler is part of the transportation cost.
- *3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost. When an available CTO is not used, the transaction fee for personally procured transportation from other than a CTO may not be reimbursed.

D. Gov't CTO/In-House Services Available

1. General. When Gov't CTO (see App A1) or in-house services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. 1035.

2. Constructed Cost Basis. For air transportation, constructed costs are 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.*

3. City Pair Airfare Available.

- a. A city pair airfare is available if a contract airfare is offered between origin and destination.
- b. The airfare may involve:
 - (1) A nonstop flight,
 - (2) A direct flight (same flight from origin to destination, but with one or more stops en route), or
 - (3) Connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement).
- c. A city pair fare is *not available* if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.

d. Examples

(1) **Example 1:** There is a contract city pair airfare between Charlotte, NC, and Los Angeles, CA, even though it is a connecting flight.

(2) **Example 2:** There is no contract city pair airfare between Asheville, NC, and Los Angeles, CA. However, there is a city pair fare between Asheville, NC, and Chicago, IL, and then a city pair fare from Chicago, IL, to Los Angeles, CA. The two separate city pair fares do not constitute a city pair fare between origin (Asheville) and destination (Los Angeles). However, the two separate city pair fares may be combined to arrive at the policy constructed airfare.

4. Constructed Cost Limitations

- a. The constructed transportation cost is based on the policy constructed airfare (with the par. 3520-A6 exception).
- b. **Example:** There is often no city pair airfare connecting origin and destination. Several policy constructed airfares (see App A1) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from the required origin to the required destination does not constitute a city pair airfare. See 3045-D3.
- c. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

5. Restricted Airfare Use

- a. When any risk of trip cancellation/itinerary change is outweighed by potential cost savings, the AO might authorize:
 - (1) A restricted airfare, available to the general public, in lieu of a city pair airfare (App P1, par. A6c), or
 - (2) Any available restricted airfare for which the traveler qualifies in lieu of the policy constructed airfare.
- b. Compliance with the Fly America Act must be maintained (i.e., a less expensive restricted airfare on a non-U.S. flag airfare cannot be used in lieu of using an available U.S. flag air carrier).
- c. The AO must use the [App H3C decision support tool](#) to assist in determining if a restricted airfare may be advantageous to the Gov't.
- d. See par. 3500 for use of restricted airfares.

E. Gov't CTO/In-House Services Not Available

1. In the ***very rare circumstance*** that a Gov't CTO/in-house service is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the policy constructed commercial transportation cost between authorized points.
2. A CTO itself (rather than a particular ticket) must be unavailable to qualify under this par.
3. See par. 3500 for use of restricted airfares.
4. Each non availability event should lead to correction(s) that make CTO service available should the same situation arise again.

F. Transoceanic Travel When Gov't/Gov't Procured Transportation Is Available

1. When Gov't/Gov't procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available Gov't/Gov't procured transportation. See pars. 5588 and 5532-B for PCS transoceanic travel.
2. If both Gov't and Gov't procured transportation are available, the lower priced mode is the maximum

reimbursement measure.

3. When Gov't/Gov't procured transportation is *not available*, reimbursement is authorized for the transportation cost NTE the policy constructed airfare available over the direct route between the origin and destination.

4. See par. 3500-D for medically inadvisable airfare.

G. Transoceanic Ferry Fares. See Ch 3, Part I. See par. 3665 for non-U.S. flag ferries.

H. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Ch 3, Part D.

3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, Part 301-10, Subpart E](#))

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 Comp. Gen. 116 \(1941\)](#)).

2. The TO determines the applicable transportation mode for constructed cost purposes.

3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. Gov't and Gov't Procured Air Transportation Available

1. When Gov't/Gov't procured air transportation use is required under Ch 3, Part F, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Gov't/Gov't procured air transportation.

2. Constructed costs are 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.*

3. Non-capacity controlled city pair airfare transportation is presumed available if there is city pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

4. Gov't/Gov't procured air transportation is not available when:

a. An AO determines that Gov't and/or Gov't procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

b. Gov't and/or Gov't procured air transportation use would involve circuitous travel or undue inconvenience; or

c. Travel via aircraft is medically inadvisable.

5. The lower priced transportation mode is the reimbursement limit if appropriate Gov't and Gov't procured transportation are both available.

6. If only Gov't procured transportation is available, its cost is the reimbursement limit.

C. Gov't/Gov't Procured Air Transportation Not Available

1. When Gov't/Gov't procured air transportation is not available, reimbursement for transportation used must not exceed the policy constructed airfare (see App A1 definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.
2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

D. Use of Foreign Flag Air Carriers/Ships

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

E. Computation

1. Except as prohibited in pars. 3525 and 3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the Gov't would have paid for the authorized transportation mode and/or route. **No other costs are added to the computation.** The traveler is paid whichever (actual or constructed) is less.
2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.
3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate TO or other authentic tariff source.

F. Dependent Travel Limited to the Gov't Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. 3500-O.

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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. 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. Periodic return travel to the PDS/place from which the traveler commutes daily, is ***not authorized for Coast Guard members***.

*B. Travel and Transportation

*1. Authorization/Approval. Periodic return travel must be authorized/approved and included in the travel order/voucher.

*2. Travel and Transportation. Round trip transportation expense reimbursement is authorized for travel ***only*** to the PDS/place from which the traveler commutes daily to the PDS for periodic returns. Travel and transportation allowances are the same as TDY travel

*3. Per Diem. Per diem is:

*a. Authorized for travel days on the same basis as TDY travel (see pars. 4065 and 4080).

*b. ***Not authorized at the PDS/place from which the traveler commutes daily to the PDS.***

*4. Periodic Return Travel Not Authorized. A traveler who is not authorized/approved periodic returns to the PDS is paid for:

*a. Personal returns to the PDS IAW par. 4440, and/or

*b. Travel to an alternate location on non-duty days IAW par. 4445.

*5. Periodic Return Travel ICW Duty Hours

*a. Periodic return 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.

*b. 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).

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. Factors such 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; when the retained lodging is charged on a daily basis.

*2. Lodging 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. See App G for reimbursable expenses.

*b. See par. 4250 when flat-rate per diem for long-term TDY is authorized.

*c. See par. 7050 if TDY supports a Contingency Operation (Members Only).

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 x 75%) = | | \$ 99.50 |
| 24 to 26 June | \$65 + \$46 = \$111/day x 3 days = | | \$333.00 |
| 27 June | \$46 x 75% = | | \$ 34.50 |
| 28 June | Per diem is not payable at the PDS | | \$ 0.00 |
| 29 June | \$65 + (\$46 x 75%) = | | \$ 99.50 |
| 30 June to 2 July | \$65 + \$46 = \$111/day x 3 days = | | \$333.00 |
| 3 July | \$46 x 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 x 75%] = \$65 + \$34.50 = | | \$ 99.50 |
| 24 June to 2 July | \$65 + \$46 = \$111/day x 9 days = | | \$999.00 |
| 3 July | \$46 x 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 round trips of 370 miles (official distance) x 2 = 740 miles x \$.575/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 round trip of 370 miles (official distance) x \$.575/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.

CHAPTER 4: TDY

PART I: ITDY TRAVEL

MEMBERS ONLY

4900 GENERAL

A. Authority

1. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW [37 USC 476](#).
2. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process *only* to assist in moving dependents from one location to another when the dependents have been or are being moved at Gov't expense.

B. Authorization/Approval. Only Service Headquarters can authorize/approve ITDY.

C. Allowances

1. DLA. DLA is payable to a member when dependents relocate under an ITDY order. See pars. 5450 and 5442-T.
2. Dependent Transportation. Dependent transportation is authorized under this Part the same as for PCS.
3. MALT
 - *a. The MALT in par. 5156 applies unless the dependent accompanies the member to the TDY location traveling in the same POC.
 - *b. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives PCS mileage.
4. HHG Transportation. See par. 4550 for HHG transportation.

4905 TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION

A. Authorized Travel and Transportation Allowances. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place, from the old PDS, *when authorized by the Secretarial Process*.

B. Member Accompanies Dependent to Alternate Place. The member may accompany the dependent to the alternate place:

1. While en route to the ITDY assignment, or
2. As a separate PCS round trip between the old PDS and alternate place at Gov't expense before departure on the ITDY assignment. See [B-199354, 1 July 1981](#).

C. Limitations/Restrictions

1. The Secretarial Process must determine that the member's presence is needed to assist the dependent(s) and *not for personal convenience*.
2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY order.
3. Gov't funded round trip transportation is not authorized between the ITDY station and the alternate place to assist dependents in relocating.

4910 MEMBER RETURNS TO OLD PDS OR TRAVELS VIA OLD PDS EN ROUTE TO THE NEW PDS

A. Authorized Travel and Transportation. The member is authorized PCS travel and transportation allowances from the ITDY location via the:

1. Alternate place the dependents were moved at Gov't expense, en route to the old/new PDS, or
2. Old PDS, to the alternate place the dependents were moved at Gov't expense, and to the new PDS. Return to the old PDS (prior to travel to the new PDS via the alternate place) must be:
 - a. Stated in the member's order, or
 - b. Authorized/approved through the Secretarial Process.

B. Travel to Alternate Place Dependents were Moved at Gov't Expense. The Secretarial Process must determine that it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience (e.g., a visit). Arranging a HHG/POV shipment is not an authorized reason.

C. Dependent Travel Reimbursement. Dependent travel reimbursement is limited to travel directly from the alternate location to the official destination (either old or new PDS).

D. Dependent(s) Remain at PDS. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.

E. Constructed Cost. The member's PCS travel and transportation allowances between the ITDY location and alternate place/previous PDS at which the dependents are located is limited to the Gov't's constructed cost and POC travel is not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, Gov't or common carrier transportation mode and necessary travel time between the authorized points (par. 3035) is cost effective and time efficient to perform the official travel in most situations.

F. Reimbursement Limitations. Travel and transportation reimbursement is not authorized when the member has reported to the new PDS on a subsequent PCS travel order prior to accompanying the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at Gov't expense. The member is financially responsible for the travel and transportation expenses if performed. See par. 2150.

4915 MEMBER RETURNS TO THE OLD PDS

A. Authorized Travel and Transportation. After the dependent has been moved at Gov't expense to the ITDY station/alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station/alternate location, to the old PDS when:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Returns to the old PDS from ITDY.

B. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:

1. The dependent is scheduled to, or actually does, arrive at that PDS; or
2. Command sponsorship is granted again;

whichever is later.

4920 DEPENDENT TRAVEL

A. Dependent Travel and Transportation to the Alternate Place

1. Purpose. Travel and transportation authorized at Gov't expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

2. Authorization. Dependent travel and transportation allowances to an alternate place may be authorized at Gov't expense IAW Agency/Service regulations when:

- a. ITDY applies;
- b. The member's TDY order does not provide for return to the PDS; and
- c. The TDY:

(1) Is contemplated to be for 20 or more weeks at any one location, except as in par. 2230-B; or

(2) Order does not specify/imply any limit to the period of absence from the PDS.

3. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at Gov't expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

4. PDS and ITDY Stations Are Both OCONUS

a. Dependents' travel and transportation at Gov't expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

b. *If determined to be in the Gov't's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.*

5. PDS is in CONUS and the ITDY Station is OCONUS

- a. Authorization/Approval. Only the Secretarial Process may authorize/approve dependents' travel and transportation at Gov't expense when the PDS is in CONUS and the ITDY station is OCONUS.
- b. Transportation. When authorized/approved, transportation may be authorized from the PDS to:
 - (1) The ITDY station;
 - (2) A CONUS location; or
 - (3) A non-foreign OCONUS location *if the non-foreign OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.*
- c. Limitations. Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

6. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at Gov't expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. See par. 4915.

B. PCS Order Received at the ITDY Station. When a dependent is moved, at Gov't expense, to the ITDY station/ other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at Gov't expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

C. Member Returns to the Old PDS

1. Authorized Travel and Transportation. After the dependent has been moved at Gov't expense to the ITDY station/alternate location; the member is authorized dependent travel and transportation from the ITDY station/ alternate location to the old PDS, when:
 - a. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
 - b. Returns to the old PDS from ITDY,
2. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:
 - a. The dependent is scheduled to, or actually does, arrive at that PDS; or
 - b. Command sponsorship is granted again;

whichever is later.

CHAPTER 4: TDY

PART K: TRAINING COURSE ATTENDANCE

EMPLOYEES ONLY

4955 ALLOWANCES

A. General. An employee attending a TDY training course ([5 USC §4104-4109](#)) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 4300 and 4967), or
2. Dependent and HHG transportation to and from the training location (pars. 4957 and 4959).

B. In the PDS Area

1. Authorized Reimbursement. An employee attending a TDY training course in the PDS area may be authorized the following:

- a. TDY mileage, and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees; and
- b. Common carrier transportation costs reimbursement.

2. Unauthorized Reimbursement. Per diem/AEA is not payable when an employee is authorized:

- a. Transportation reimbursement to and from the training location in par. 4955-B1a; or
- b. Common carrier transportation in par. 4955-B1b;

*except as provided in par. 4963-C.

C. Conference/Training at the PDS as Training Expenses

1. Payment of conference registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS *may not be paid as travel and transportation allowances*.

2. Training cost:

a. Payment authority at the PDS is in:

- (1) [10 USC §2013](#); [5 USC §4109](#); [42 USC §218a](#); and
- (2) [14 USC §469](#); and

b. Must be integral to the training ([39 Comp. Gen. 119 \(1959\)](#); and ([B-244473, 13 January 1992](#)).

3. When training events require subsistence costs at the PDS, payment authority is made through training and/or comptroller personnel using the above legal authority.

4. *This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.*

4957 DEPENDENT AND HHG TRANSPORTATION

A. General

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.
2. Per diem is not authorized for dependents:
 - a. At the employee's TDY location, or
 - b. While traveling to/from the TDY location.

B. Allowances Authorized

1. If the estimated round trip transportation total cost for dependents (*excluding per diem*) and HHG between the PDS and the training location is less than total per diem/AEA payments the employee could receive, the AO may authorize round trip dependent and HHG transportation instead of per diem/AEA payments.
2. When round trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. 5606.
3. Dependent and HHG round trip transportation may be changed to authorize per diem/AEA payment any time before transportation begins. *After transportation begins, the employee's allowances and Gov't obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).*

C. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem/AEA is not a PCS to the training location and the following allowances are **not** authorized:

1. Per diem payment for dependent travel,
2. A HHT,
3. TQSE payment (see par. 5778-C5),
4. MEA, and
5. Reimbursement for real estate transactions and/or unexpired leases.

D. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity/command that funds the training assignment.
2. The activity/command having jurisdiction over the employee is responsible for travel order issuance.

4959 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.
2. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:
 - a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and
 - b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

NOTE: Per diem for dependents is not authorized.

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov't expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS ([52 Comp. Gen. 834 \(1973\)](#)).

B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5212.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part B14 purposes.
2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.
3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
 - a. Successfully completed the training program,
 - b. Signed the service agreement required in par. 5834, and
 - c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See [B-161795, 29 June 1967](#).

4961 INTERN AND/OR TRAINEE

A. Determining Move Type

1. When moving an intern/trainee, the DoD Component must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination. However, there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.

B. Applicability. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. 5522.*

4963 TRANSPORTATION AND PER DIEM/AEA

A. Travel ICW Beginning/Ending of Training. Transportation and per diem/AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

B. Employee Elects to Commute between the Training Location and PDS Residence. If an employee is authorized per diem/AEA but elects to commute between the training location and PDS residence, en route per diem/AEA reimbursement and daily round trip transportation is NTE the per diem/AEA allowed if the employee had remained at the training location. See par. 4440.

C. Employee Authorized to Remain Overnight at the Training Location. The employee is authorized *round trip* TDY mileage or the cost of *round trip* public conveyance transportation (from the residence to the training location) and per diem/AEA (pars. 4300 and 4967) when authorized to remain overnight at the training location to comply with training assignment requirements.

4965 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A. General. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY.

B. Contract Limitation Exception. The limitation that contracted lodging and meals may not exceed the applicable per diem rate does not apply if direct arrangements (with the school/institution that is sponsoring the training course) include lodging and meals as part of the training cost. In this case, the total actual cost for lodging and M&IE may exceed the applicable per diem rate.

C. Training Cost Includes Lodging and Meals

1. If the school/other institution that is sponsoring the training includes lodging and meals as part of the training cost, the employee is only authorized the appropriate IE amount under Ch 4, Part B.
2. If lodging and meal costs are not included, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part B ([60 Comp. Gen. 181 \(1981\)](#)).

D. AEA. See Ch 4, Part C.

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

4967 PER DIEM FOR TRAINING ASSIGNMENT

- A. General. Per diem rates for all courses of instruction are the same as for any other TDY (see Ch 4, Part B) except as in par. 4967-D.
- B. Per Diem Rate Change. See par. 4120 for procedures to request a rate change.
- C. Arrival/Departure. Per diem for the arrival day at, and departure day from, the training location are determined using the Lodging Plus method in par. 4130-B.
- D. Rates for Specific Training Courses
1. General. The per diem rates prescribed for specific training courses apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rate is not subject to further reduction.***
 2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during a DoD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Gov't Qtrs use, the \$12.50 is increased by the Qtrs charge, without rounding the total to the nearest dollar.
 3. The Secretary Concerned may authorize EUM for students in particular courses when readiness requires Gov't dining facility/mess use. When EUM applies, an employee receives the IE amount and the discount GMR. The AO may authorize the actual amount paid up to the PMR for commercial meals the employee is required to purchase.

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| 5232 | TIME LIMITS A. General B. Authority Duration C. SIT D. NTS Status Table |
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| 5234 | NTS CONVERTED TO SIT |
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Subsection A5e: Storage In Transit (SIT)

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

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- 5252 SIT CONVERTED TO NTS**
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 C. Subsequent Transportation
- 5254 NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS**
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- 5256 ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**
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- 5258 GENERAL**
- 5260 SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS**
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 B. Reassignment between Activities at the Same PDS - NOT A PCS
 C. PCS between PDSs Located in Proximity
 D. PCS between PDSs Not in Proximity to Each Other
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- 5262 SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION**
 A. Application
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 E. Moving to/from Gov't Qtrs
 F. Moving from Gov't-controlled Qtrs
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- 5264 SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS**
 A. Member Directed by Competent Authority to Vacate Local Economy Qtrs
 B. Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension
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- 5266 DEFINITION**
- 5268 AUTHORIZATION**
 A. General
 B. Weight Limit
 C. Additional Weight Allowance
- 5270 TRANSPORTATION**
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- 5272 DOCUMENTATION**
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- 5274 CONSUMABLE GOODS**
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- 5276 HHG TRANSPORTATION ICW ERD**
 A. From a Foreign/Non-foreign OCONUS Area due to Official Situations
 B. National Interest
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- 5278 GENERAL**
 A. Authority
 B. Dependent Transportation
 C. Travel Order
 D. Evacuation
 E. Administration
- 5280 ENTRANCE INTO THE SERVICE**
 A. Initial Reporting
 B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty
- 5282 CALLED/ORDERED TO ACTIVE DUTY**
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 B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station
 C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station
 D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station
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 G. Commissioned from Service Academies
- 5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT**
 A. PCS with TDY En Route or while on TDY
 B. PCS Following TDY Pending Further Assignment
- 5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION**
 A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)
 B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion
 C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location

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| 5288 | <p>CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED</p> <ul style="list-style-type: none"> A. Authorization B. Transportation from the Designated Place and/or NTS |
| 5290 | <p>ORDERED TO A CONUS HOSPITAL</p> <ul style="list-style-type: none"> A. General B. From CONUS Duty Stations or Hospitals C. From OCONUS Duty Stations or Hospitals D. Transportation to Another Location E. Hospitalization Completion |
| 5292 | <p>ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION</p> <ul style="list-style-type: none"> A. Ordered from CONUS PDS B. Ordered from an OCONUS PDS C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized |
| 5294 | <p>ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE</p> <ul style="list-style-type: none"> A. Authorization B. Additional Storage Time |
| 5296 | <p>PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY</p> <ul style="list-style-type: none"> A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted B. Ordered from Shore Duty to Sea Duty C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS F. Ordered from Sea Duty to an OCONUS Shore Duty PDS G. Ordered from Sea Duty to Sea Duty H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance. I. Unit Home Port Officially Changed J. Unit Home Port Change Officially Announced K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action |
| 5298 | <p>HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS</p> <ul style="list-style-type: none"> A. General B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge C. Following Confinement without Discharge D. When the Member is Restored to Duty Following Appellate Leave |

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| 5300 | ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR <ul style="list-style-type: none">A. GeneralB. Change Imposed before HHG Are Turned over to a TOC. Change Imposed after HHG Are Turned over to a TOD. Change Imposed after HHG Arrive at the Member's PDSE. Subsequent Authority |
| 5302 | HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE <ul style="list-style-type: none">A. GeneralB. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement |
| 5304 | CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY |
| 5306 | MEMBER REDUCED IN GRADE <ul style="list-style-type: none">A. AuthorizationB. NTSC. Former GradeD. Origin and Destination |
| 5308 | HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION <ul style="list-style-type: none">A. AuthorizationB. Authority Limit |
| 5310 | HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS) <ul style="list-style-type: none">A. Transportation AllowanceB. Transportation AuthorityC. Transportation RequestsD. HHG DestinationE. Transportation ReimbursementF. Transportation Time LimitG. NTS Exclusions |
| 5312 | HHG TRANSPORTATION INCIDENT TO IPCOT <ul style="list-style-type: none">A. GeneralB. Tours of Duty |
| 5314 | CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT |
| 5316 | HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH <ul style="list-style-type: none">A. GeneralB. LimitationsC. When AuthorizedD. StorageE. Missing Status TerminationF. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a MemberG. Administrative Instructions |

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| 5318 | <p>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</p> <ul style="list-style-type: none"> A. HOS Authorized B. Transportation to HOS Not Authorized C. Storage D. Member Undergoing Hospitalization/Medical Treatment E. Member Undergoing Education/Training F. Other Deserving Cases G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home H. Recalled to Active Duty before Selecting a Home I. Recalled to Active Duty after Selecting a Home J. Member on the TDRL Who Is Discharged or Retired K. Member Dies after Retirement/Release L. Member Ordered Home to Await Disability Retirement |
| 5320 | <p>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</p> <ul style="list-style-type: none"> A. General B. Storage C. Separation or Relief from Active Duty to Continue in the Service D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty G. Time Limit H. Member Ordered Home to Await the Results of Disability Proceedings I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions J. Enlisted Member Ordered to a College K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty |
| 5321 | HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY |

Section A6: POV Transportation and Storage

Subsection A6a: CONUS POV Transportation

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

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

5328 COST REIMBURSEMENT EXAMPLES

- A. Example 1
- B. Example 2

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

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

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

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

5338 CARE AND STORAGE

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

5340 SHIPMENT METHODS

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

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

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

5346 TRANSPORTATION NOT AUTHORIZED

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

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

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

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

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

Subsection A6c: POV Storage

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

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

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

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

Section A7: Mobile Home Transportation

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

| <u>Paragraph</u> | <u>Title/Contents</u> |
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| 5406 | PERSONALLY PROCURED COMMERCIAL TRANSPORTATION A. Authorized Transportation B. Reimbursement C. Transportation Arrangements D. Paying the Carrier E. Transportation Costs |
| 5408 | PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER A. Reimbursement B. Origin/Destination within CONUS/Alaska C. Origin/Destination Is an Island within CONUS or within Alaska D. Origin/Destination Not in CONUS/Alaska E. Preparation F. RESERVED G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) H. Self-propelled Mobile Home Driven Overland I. Self-propelled Mobile Home Driven over Water (i.e., house boat) J. Mobile Home Moved by Overland Towing |
| 5410 | GOV'T PROCURED TRANSPORTATION A. Arrangements B. Gov't's Cost Obligation C. Written Agreement of Financial Responsibility D. Allowance Limitations E. Routing F. Costs Allowed G. Costs Not Allowed |
| 5412 | TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS |
| 5414 | MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH A. General B. Transportation C. Additional Moves--Member Reported as Missing for more than 1 Year D. Death of a Member E. Time Limit Extension |
| 5416 | EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER A. General B. Gov't Financial Responsibility C. Transportation Arrangements D. Authorized Circumstances |
| 5418 | MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES A. General B. Reimbursable Expenses C. Non-reimbursable Expenses D. Cost Constraints E. Ownership |

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

Section A8: Pet Quarantine

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

Section A9: Temporary Lodging

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

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

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

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| 5500 | SCOPE |
| | A. General |
| | B. Two or More Family Members Employed |
| | C. Employee Married to Member |
| | D. Travel Order Issuance |
| 5502 | ELIGIBILITY |
| | A. PCS Travel in the Gov't's Interest |
| | B. PCS Allowance Eligibility |
| | C. PCS Limitation Policy |
| 5504 | ELIGIBILITY AND ALLOWANCES TABLE |
| | A. Table 1:- Eligibility Table |
| | B. Tables 2 -11: Allowances |
| | C. Table 1: Eligibility Table |
| | D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS |
| | E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS |
| | F. Table 4: Transfer between Official Stations in the CONUS |
| | G. Table 5: Transfer from CONUS to an Official Station OCONUS |
| | H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS |
| | I. Table 7: Transfer between OCONUS Official Stations |
| | J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation |
| | K. Table 9: Last Move Home for SES Career Appointees upon Separation |
| | L. Table 10: Temporary Change of Station (TCS) |
| | M. Table 11: Assignment under the Gov't Employees Training Act |
| 5506 | PCS ORDER |
| 5508 | FUNDS ADVANCE |
| | A. HHG Transportation and SIT Using the Commuted Rate Method |
| | B. HHG Non-Temporary Storage (NTS) |
| | C. Temporary Quarters Subsistence Expenses (TQSE) |
| | D. Real Estate Transaction and Unexpired Lease Expense Allowance |
| | E. POV Transportation and Emergency Storage |
| 5510 | PCS COUNSELING |
| | A. Effective Date of Transfer |
| | B. PDT Counseling |
| 5512 | REASSIGNMENT/TRANSFER ADVANCE NOTICE |
| | A. General |
| | B. Short Distance Moves |
| | C. Advance Notice Period |
| 5514 | PCS REIMBURSEMENT PROVISIONS |
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| 5600 | TRAVEL AND TRANSPORTATION LIMITATIONS <ul style="list-style-type: none">A. AuthorizationB. ReimbursementC. Receipt Requirements |
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| 5608 | POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS <ul style="list-style-type: none">A. GeneralB. Traveler Driven to the Transportation Terminal |
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| 5614 | AUTOMOBILE USE <ul style="list-style-type: none">A. GeneralB. MALT |
| 5616 | PRIVATELY OWNED AIRPLANE <ul style="list-style-type: none">A. GeneralB. Nautical MilesC. Mileage RateD. Travel TimeE. Reimbursement Computation |
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- 5662 NTS OF HHG FOR A DODDS EMPLOYEE**
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- 5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS**
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| 5726 | TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP A. Traveler Pays for POV Transportation to/from Port/VPC B. Reimbursement when an Employee Chooses to Deliver/Pickup the POV to/from the Port/VPC C. POV Delivery/Pickup Incident to PDT by POV |
| 5728 | POV PURCHASED IN A NON-FOREIGN OCONUS AREA A. Restriction B. Exception |
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- D. Contact Information
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Subsection B9a: Temporary Quarters Subsistence Expense (TQSE) General Information

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- B. Foreign Transfer Allowance (FTA)
- C. Subsistence Expenses
- D. Restrictions

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| 5780 | ALLOWANCE DUPLICATION <ul style="list-style-type: none">A. TQSE PaymentB. TQSA PaymentC. RestrictionsD. TCS |
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| 5788 | LIMITATIONS <ul style="list-style-type: none">A. Payment LimitationB. Time LimitationC. Erroneous Advice Information |
| 5790 | ELIGIBILITY PERIOD |
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| 5800 | AUTHORITY <ul style="list-style-type: none">A. GeneralB. Considerations |

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| 5804 | ELIGIBILITY PERIOD <ul style="list-style-type: none">A. Starting Temporary Lodging OccupancyB. Temporary Lodging Occupancy Time PeriodC. Ending Temporary Lodging Occupancy |
| 5806 | RECEIPTS AND SUPPORTING DOCUMENTATION <ul style="list-style-type: none">A. Receipts and Supporting StatementB. Submitting TQSE(AE) Claims |
| 5808 | PAYMENT <ul style="list-style-type: none">A. GeneralB. Actual Expenses AllowedC. Excess ExpensesD. Lodging with a Friend or RelativeE. ItemizationF. Conditions Affecting ReimbursementG. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging |
| 5810 | COMPUTATION <ul style="list-style-type: none">A. TQSE(AE) CalculationB. Computation Examples |

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| 5816 | ELIGIBILITY <ul style="list-style-type: none">A. Employees Eligible for MEAB. Employees <i>Not</i> Eligible for MEA |
| 5818 | REIMBURSEMENT <ul style="list-style-type: none">A. GeneralB. Minimum PaymentC. Maximum PaymentD. Reimbursable CostsE. Non Reimbursable CostsF. Administrative Procedures |

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- 5824 ACTUAL RESIDENCE**
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- 5834 INITIAL AGREEMENT NEGOTIATION**
- 5836 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS**
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- 5838 RENEWAL AGREEMENT NEGOTIATION**
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- 5840 TOUR OF DUTY REQUIREMENT**
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 - C. OCONUS
- 5842 STARTING TOUR OF DUTY**
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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

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5556 FIRST DUTY STATION TRAVEL ELIGIBILITY

A. General

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:
 - a. A new appointee to any position;
 - b. A student trainee assigned to any position upon completion of college work; or
 - c. Presidential Transition Team personnel newly appointed to Gov't service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 ([3 USC §102, Note](#)) and are appointed to Gov't service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.
2. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:
 - a. Of appointment, for new appointees, as defined in par. 5558-B, or,
 - b. Following the most recent Presidential election, but before selection/appointment, in the case of an individual described in par. 5556-A1c.

*3. The restrictions in par. 5566 (Short Distance Transfers) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

1. Agreement Requirements. Ch 5, Part B11.
2. Service Requirements. See par. 5840.
3. Travel and Transportation Allowances. Travel and transportation allowances:
 - a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
 - b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

4. Foreign OCONUS Area PDS Assignment Allowances

a. Foreign Transfer Allowance (FTA). See par. 1260. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:

(1) Miscellaneous Expense Portion. [DSSR, Section 241.2](#) and par. 1260,

(2) Lease Penalty Expense Portion. [DSSR, Section 242.4](#) and par. 1260, and

(3) Pre Departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. [DSSR, Section 242.3](#) and par. 1260.

b. [Temporary Qtrs Subsistence Allowance \(TQSA\) \(DSSR, Section 120\)](#). Provided for temporary lodging occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Qtrs Allowance (LQA) under the [DoDI 1400.25, Vol. 1250](#) and [DSSR Section 031.1](#).

5558 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDSA. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

2. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once a service agreement to remain in Gov't service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS) is signed, unless separated for reasons beyond the employee's control that are acceptable to the DoD Component concerned.

3. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any Gov't funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are the individual's financial responsibility to repay to the Gov't.

4. See par. 5820-E regarding service agreement requirements for appointments to an OCONUS position.

5. See par. 5840-C and App Q3 and Q4 for information concerning OCONUS PDS location tours.

B. Coverage. A new appointee:

1. May be authorized payment of only expenses listed in par. 5558-E when relocating to the first PDS.

2. Includes:

a. An individual who is employed with the Federal Gov't for the first time,

b. Presidential Transition Team personnel (par. 5556-A1c), and

c. An employee returning to the Gov't after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. 5560)); or

d. A student trainee assigned to the Gov't upon completion of college.

3. Is *not* an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. 5516 and 5560.

C. DoD Component Responsibility. *Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. 5508.*

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

2. Travel before Appointment

a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

b. Travel and transportation for Presidential Transition Team personnel (par. 5556-A1c), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

c. Ch 5, Part B2 does not limit the Ch 7, Part X provisions allowing the payment of pre-employment interview travel.

3. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

E. Allowable Expenses. The following expenses are payable when travel to the first PDS at Gov't expense is authorized/approved by the hiring DoD Component. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee. See par. 5534-C1b. ***NOTE: AEA in Ch 4, Part C, is not authorized/approved for first duty station travel.***

2. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part B3.

3. MALT if a POC is used.

4. HHG transportation and SIT. See Ch 5, Part B4.

5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part B4.

6. Mobile home transportation. See Ch 5, Part B7.

7. POV shipment when authorized by the DoD Component. See Ch 5, Part B6.

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A HHT (Ch 5, Part B12);

3. TQSE (Ch 5, Part B9);

*4. MEA (Ch 5, Part B10); ***NOTE: Ch 5, Part B7 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

5. Residence sale and purchase expense (Ch 5, Part B14);

6. Lease breaking expense (except as in par. 1260-D); and
7. Relocation service (Ch 5, Part B15).

G. Alternate Origin and/or Destination

1. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
2. For Presidential Transition Team personnel (par. 5556-A1c), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 2, Part E.

5560 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION ([FTR §302-3.206](#))

A. General. An involuntary transfer due to a RIF/transfer of function is in the Gov't's interest ([FTR §302-3.205](#)). PCS allowances are authorized.

B. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

1. In the Federal Gov't,
2. Within 1 year of the separation date,
3. Under a non-temporary appointment, and
4. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. 5566 for a short distance transfer.

D. Agreement Requirement

1. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Gov't service for 12months (beginning the date the employee reports for duty at the new PDS) IAW this par.
2. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Gov't funds spent for allowances authorized under this par. are the employee's personal financial responsibility.
3. See par. 5820-E for agreement requirements when a transfer is to an OCONUS position.

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B2 may also be authorized for a DoD employee ([5 USC §5735](#)) who:

1. Is scheduled for separation from DoD, other than for cause;
2. Is selected for appointment to a continuing position with the U.S. Postal Service; and
3. Accepts the appointment.

F. Order Issuance. Order issuance is covered in App I.

G. Funding. See par. 5516 for funding of allowances authorized under Ch 5, Part B2.

H. Employee Separated due to Function Transfer Example. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both ([51 Comp. Gen 27 \(1971\)](#) and [B-172824, 28 May 1971](#)).

5562 RETURN FROM MILITARY DUTY

A. Mandatory Restoration. An employee:

1. Authorized mandatory restoration under FPM 353,
2. Returning from military duty, and
3. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

B. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Gov't's interest from the restoration place to a place where a suitable DoD vacancy is available ([B-170987, 14 December 1970](#) and [25 Comp. Gen. 293 \(1945\)](#)).

C. Real Estate Expense

1. Ch 5, Part B16, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:
 - a. Sale (or unexpired lease settlement) at the former civilian PDS; and
 - *b. Purchase at the new PDS (the criteria in par. 5566 concerning short distance transfers applies).
2. Reimbursement is prohibited for any:
 - a. Sale,
 - b. Settlement of an unexpired lease, or
 - c. Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

D. Travel and Transportation Allowances

1. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.
2. Based on the employee's status the employee is authorized the below travel and transportation allowances:
 - a. Member Being Discharged. The employee is authorized travel and transportation allowances under the JTR from the place released from the Armed Forces to the HOR, or PLEAD.
 - b. Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.
3. The employee is authorized:
 - a. MEA (Ch 5, Part B10),
 - b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part B14),
 - c. A HHT, but only if authorized in the order, under Ch 5, Part B12, and
 - d. TQSE, but only if authorized in the order under Ch 5, Part B9.
4. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)
 - a. The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.
 - b. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.
 - c. PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

E. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as a member being discharged, no additional payment is allowed.

F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered ([B-173758, 8 October 1971](#)).

G. Called/Ordered to Active Duty. See Ch 7 for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDSA. Limitation

1. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.
2. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

B. Funding Responsibility. See par. 5516.***5566 SHORT DISTANCE TRANSFERS ([FTR §302-2.6](#))**A. First Duty Station Travel

1. Restrictions in this par. do not apply to first duty station travel.
2. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee's actual residence and the first PDS.

B. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

1. In the Gov't's interest (responding to a vacancy announcement is not 'at the employee's request'), and
2. To a new PDS that meets the 50 mile distance test in par. 5566-C below, and
3. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:
 - a. Residence at the time of PCS notification and the old and new PDSs, and
 - b. The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. 5566-D for exceptions.

C. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.D. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Gov't's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. ***However, all reimbursed expenses are taxable income.***

E. PCS Claims Must Satisfy Conditions

1. PCS claims for allowances authorized in an order must satisfy the conditions in par. 5566-B or 5566-D before reimbursement is allowed.
2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-C, as applicable.
3. *Non-compliance of the new residence location is grounds for denial of the various allowances.*
4. See Ch 5, Part B16 for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

5568 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION ([FTR §302-2.106](#))

A. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

1. The employee would suffer a hardship if the limitation was not waived; and
2. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

B. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

| <u>Location</u> | <u>Effective Date</u> | <u>Biennial Re-certification Date</u> |
|------------------------|-----------------------|---------------------------------------|
| 1. None Yet Designated | | |
| 2. | | |
| 3. | | |

C. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under "Feedback Reporting" in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. 5568-B or the designation may be deleted.

D. Criteria for Designating a PDS as a Remote/Isolated Location

1. Criteria. In the circumstances described in par. 5568-D2 or 5568-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. 5568-B. See par. 5658 for NTS of HHG at an isolated PDS.
2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.
3. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

5570 TDY STATION BECOMES PDS

See par. 4800.

5572 SEPARATION TRAVEL FROM OCONUS DUTY ([FTR Part 302-3](#), Subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and
2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

NOTE: See par. 5575 for a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence ([CBCA 1707-TRAV](#), 12 January 2010).
3. Personally financially responsible for any excess costs ([63 Comp. Gen. 281 \(1984\)](#)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. ([GSBCA 16107-RELO, 26 September 2003](#))

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty ([FTR §302-3.500\(c\)](#) and [GSBCA 16235-RELO, 16 October 2003](#))
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/ retire locally to establish an OCONUS retirement residence must not be approved.

d. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time.
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be in writing.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. 5516-D3), even though the employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General.

- (1) If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD Component, when PCS allowances are authorized by the gaining DoD Component.
- (2) Payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

- (1) See par. 5520 for mandatory and discretionary allowances that are the acquiring DoD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.
- (2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).
- (3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. 5598.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) **Example 1.** The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Dayton, OH. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Denver, CO. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. **Prohibition.** If:

(1) A break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. 5558.

(2) There is no break in service and the movement to the new PDS is not in the Gov't's interest, there is no authority for other than separation travel and transportation allowances.

5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE (§302-3.207)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon reassignment if the employee has:

1. A service agreement providing for return travel and transportation allowances, and
2. Served the period required in the current service agreement or the service period requirement has been waived for reasons beyond the employee's control that are acceptable to the employee's activity.

B. Travel and Transportation Allowances. An employee is authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS

1. Travel and transportation allowances paid by the losing OCONUS activity include:
 - a. Employee and dependent(s) transportation;
 - b. Employee per diem;
 - c. HHG transportation;
 - d. SIT; and
 - e. POV transportation, if it was authorized in the Gov't's interest for the employee to have a POV at the OCONUS PDS.
2. Travel and transportation allowances paid by the gaining/previous CONUS PDS include:
 - a. Dependent per diem;
 - b. HHG NTS (if assigned to an isolated CONUS location);
 - c. MEA; and
 - d. TQSE (if authorized).

5574 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO A NEW/DIFFERENT CONUS PDS NOT LOCATED AT THE ACTUAL RESIDENCE

If the gaining activity authorizes PCS allowances, and the employee signs an agreement, the new PDS pays the additional PCS allowances in par. 5573-B1 for travel from the OCONUS PDS to the new PDS, *and*:

1. Dependent per die;
2. HHG NTS (if assigned to an isolated CONUS location);
3. MEA;
4. Real estate (if applicable);
5. TQSE (if authorized); and
6. HHT (if authorized).

5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENTA. Applicability1. Employees Covered. This par. applies to:

- a. SES positions; and
- b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under [5 USC §3392\(c\)](#), to retain SES retirement travel and transportation allowances.

2. Exclusions. This par. does not apply to an SES employee who is a:

- a. Limited Term Appointee. An employee appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
- b. Limited Emergency Appointee. An employee appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
- c. Non Career Appointee. An employee in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Employee. The last move home provisions of this par. also apply to the dependents of an eligible employee, as defined in par. 5575-A1, provided the employee:

- a. Satisfied the eligibility criteria in par. 5575-B; and
- b. Dies in Gov't service;
- c. Died after separating from Gov't service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria1. General

- a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. 5575-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in pars. 5575-A and 5068, but only after the employee has actually separated from Federal service.
- b. *Any expenses incurred prior to actual separation are not reimbursable.* [GSBCA 16328-RELO, 12 April 2004](#).

2. Employee Requirements

a. Employee was geographically transferred/reassigned in the Gov't's interest and at Gov't expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

- (1) One SES career appointment to another; or
- (2) An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under [5 USC §3392](#); or
- (3) Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

b. At transfer/reassignment time the employee was:

- (1) Eligible to receive an annuity for optional retirement under [5 USC §8336](#) (a), (b), (c), (d), (e), (f), or (j), Ch 83, Subchapter III (Civil Service Retirement System); or under [5 USC §8412](#), Ch 84, Subchapter II (Federal Employees Retirement System); or
- (2) Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. 5575-B2b(1); or
- (3) Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under [5 USC §8336](#) (d), Ch 83, Subchapter III; or [5 USC §8414](#) (b); or [5 USC Ch 84, Subchapter II](#);

c. The employee is eligible to receive an annuity upon separation (or, in the case of death in Gov't service, met the requirements for being eligible to receive an annuity as of the date of death) under [5 USC Ch 83, Subchapter III](#) (Civil Service Retirement System), or [5 USC Ch 84](#) (Federal Employees Retirement System), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and

d. The employee has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Employees. An employee who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse/domestic partner;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as in par. 5575-C1 as soon as practicable after the employee's death.

D. Allowable Expenses

1. When authorized/approved by the DoD Component head, travel and transportation expenses are paid for an eligible employee. See par. 5575-A.
2. Allowable expenses and provisions of these regulations that apply are as follows:
 - a. Travel and transportation expenses, including per diem, under par. 5500 for the employee;
 - b. Transportation expenses under par. 5578, but not per diem, for the employee's dependent;
 - c. MALT if travel is performed by POC; and
 - d. HHG transportation and SIT (Ch 5, Part B5) NTE 18,000 lbs. net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,
2. TQSE,
3. MEA,
4. Residence sale and purchase expenses,
5. Lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. Relocation services.

F. Origin and Destination1. General

- a. The expenses listed in par. 5575-D may be reimbursed from the employee's PDS at separation to the place the employee elects to reside in a CONUS/non foreign OCONUS location.
- b. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate/More than One Origin. Travel and transportation expenses may be paid from an alternate origin/more than one origin provided the cost does not exceed what the Gov't would have paid if all travel and transportation had originated at the PDS from which the employee was separated to the place where the employee/dependents are to reside.

3. Same General or Metropolitan Area

- a. These provisions contemplate a move to a different geographical area.
- b. If the place the employee elects to reside is within the same general local or metropolitan area that the PDS/residence was located at the time of the employee's separation, the expenses authorized by this par. may not be paid unless the distance criteria in par. 5566 is met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation

1. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating).
2. If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period.
3. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the employee's separation from service (or date of death if the employee died before separating). ([GSBCA 16328-RELO, 12 April 2004](#))

H. Funds Use

1. ***Travel advances must not be issued to cover any of the expenses authorized by this par..***
2. Travel and transportation arrangements should be made through Gov't procured travel and transportation to the maximum extent possible to minimize travel and transportation costs and the need to use personal funds.
3. In rare instances reimbursement for actual transportation expenses may be authorized/approved for self-procured travel arrangements (par. 2415).
4. Reimbursement is NTE the:
 - a. Policy constructed airfare (App A1) for transportation of the employee and dependents, or,
 - b. Applicable commuted rate schedule allowances (or the Gov't arranged move cost if that is the directed transportation method),for HHG moving and storage.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **EMPLOYEES ONLY**

SECTION 14: REAL ESTATE ALLOWANCES

SUBSECTION a: GENERAL

5908 GENERAL

A. Conditions

1. Eligibility. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

- a. Sale of a residence,
- b. Settlement of an unexpired lease involving:
 - (1) The residence, or
 - (2) A lot on which a mobile home used as a residence was located at the old PDS; and/or
- c. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. 5908-B.

2. PM Services Selected and Subsequent Residence Sale

- a. An employee, who elects PM services after the DoD Component offers them, may later elect to sell the residence per par. 5934-D1 within the applicable time limitation and par. 5928-E provisions.
- b. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. 5912-B.
- c. This authority does not extend to an employee enrolled in the Home Sale Program.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. PCS Authorized/Approved. A PCS is authorized/approved and, except as in par. 5908-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;
2. Actual Residence. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;
3. Time Limitation. The settlement dates for residential sale (or lease termination) and purchase are within the time limitation in par. 5908-C. See par. 5518 to authorize an extension on the time limitation for residence transactions.);

4. Residence Location. The residence:

- a. Is the place from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify).
- b. May be a mobile home and/or the lot on which that mobile home is located or is to be located.
- c. Must be located in a CONUS/non-foreign OCONUS area.
- d. Includes the dwelling in which the employee's dependent(s) reside or will reside if the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance. The residence must reasonably relate to the PDS as determined by the AO.

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 1 year after the employee's transfer effective date (see App A).
2. For an employee eligible under par. 5908-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.
3. The 1-year period begins on the employee's transfer effective date and ends on the first anniversary of that date. For example: If an employee's transfer effective date was 20 October 2011, settlement must occur no later than 20 October 2012.)
4. The 1-year period may be extended for up to an additional year by the funding activity's commanding officer/designee. See par. 5908-C10 for extension limits.
5. The employee should submit a written time extension request to the appropriate authority within the initial 1-year period.
6. Action on a request, submitted more than 30 calendar days after the initial 1-year expiration date, is at the option of the commanding officer of the activity bearing the cost.
7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. ([CBCA 2092-RELO, 13 October 2010](#))
8. Costs for transactions completed after the 2-year period may not be reimbursed. ([CBCA 2793-RELO, 23 August 2012](#); [B-191018, 26 December 1978](#)).
9. The 1-year extension is effective for an employee whose transfer effective date (App A) is on or after 1 August 2011.
10. There is no authority to waive the 2-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2.8 and 302-2.11 which have the force and effect of law. See [CBCA 985-RELO, 21 May 2008](#); [B-245281, 20 February 1992](#); [GSBCA 16889-RELO](#), and [GSBCA 16790-RELO](#).

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS1. Definitions. The following definitions apply for the purposes of par. 5908-D:

- a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
- b. Foreign Area. App A.

2. Applicability

a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.

*b. The distance between the residence and the old and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. 5566-C for a short distance transfer.

3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at Gov't expense under a civilian PCS travel order is not eligible for real estate allowances. The following are ineligible:

a. A locally hired employee in par. 5836-E2a(1) (former member of U.S. armed forces).

b. A locally hired employee in par. 5836-E2a(2) unless the individual was an employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;

c. A locally hired employee in par. 5836-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

e. A former employee with a break in service (see App A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area ([GSBCA 16811-Relo, 13 March 2006](#)).

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. 5908-D4a to be eligible for expense reimbursement in par. 5908-D4b.

5. Limitations. Expenses incident to a sale/unexpired lease settlement/purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. 5522 is required for reimbursement of residence transaction expenses authorized under par. 5908.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee ([58 Comp. Gen. 208 \(1979\)](#)).

b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an

affected employee, is a clearly evident intent to transfer the employee ([B-249451, 7 January 1993](#)).

c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. 5908-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. ([72 Comp. Gen. 130 \(1993\)](#), [CBCA 1994-RELO, 19 August 2010](#)).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. **Example 1**. An employee transferred from AK to a foreign PDS, Singapore, in the Gov't's interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area ([72 Comp. Gen. 130 \(1993\)](#), <http://redbook.gao.gov/11/fl0052879.php>).

2. **Example 2.** An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee's residence sale in HI since the criteria enunciated in [72 Comp. Gen. 130 \(1993\)](#) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station ([B-255822, 17 May 1994, <http://archive.gao.gov/iglpdf64/151692.pdf>](#)).
3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station ([B-242558, 19 Jun 1991, <http://redbook.gao.gov/12/fl0055381.php>](#)).
4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP ([GSBCA 13699-Relo, 21 March 1997](#)).
5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, [B-249451, 7 January 1993](#), which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming ([B-261836, 13 November 1995](#)).

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty ([GSBCA 14889-Relo, 7 April 1999](#)). *The Comp. Gen. noted in this decision that the PDS includes the residence or other Qtrs from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.*

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the employee's name alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. 5908-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

- a. Legal Title Interest. Except as in par. 5908-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).
- b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. 5908-B2;
- (b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and
- (f) Employee provides the DoD Component concerned with a trust document copy.

- (2) Title Held by Financial Institution. The title is held in the name of a financial institution and the:
- (a) Property is the employee's residence as described in par. 5908-B2;
 - (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
 - (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and
 - (d) Employee provides the DoD Component concerned with a financing document copy.

The DoD Component concerned may also require that the employee provide proof of state or local laws governing secured credit.

- (3) Title Includes an Accommodation Party(ies) ([GSBCA 16938-RELO](#), and [GSBCA 16943-RELO](#))

- (a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.
- (b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents and an individual (accommodation party) who is not a dependent and the:
 - 1- Property is the employee's residence (par. 5908-B2);
 - 2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;
 - 3- Lender requires the accommodation party's signature on the finance document;
 - 4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - 5- Accommodation party's name is on the title;
 - 6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
 - 7- Employee provides the DoD Component concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. 5908-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD Component concerned.

- (4) Title Held by Property Seller. The title is held in the property seller's name and the:
- (a) Property is the employee's residence as described in par. 5908-B2;
 - (b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;
 - (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and
 - (d) Employee provides the DoD Component concerned with a financing agreement copy.
- (5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:
- (a) The property is the employee's residence as described in par. 5908-B2;
 - (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
 - (c) Only the employee and/or dependent(s) has made payments on the property;
 - (d) The employee and/or dependent(s) receives all proceeds from the property sale; and
 - (e) The employee provides documentation acceptable to the DoD Component that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DoD Component concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. 5908-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis ([GSBCA 15720-RELO, 28 March 2002](#)).

b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold ([CBCA 787-RELO, 6 February 2008](#)).

I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. 1260.

5910 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of Ch 5, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. 5908-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. 4955;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
- *5. Employee performing RAT and returning to a different non-foreign OCONUS PDS that does not meet the short distance transfer requirements in par. 5566-C for old and new PDS's that are both in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

5912 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality. No such fee/commission is reimbursable ICW the new PDS home purchase.
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
 - a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
 - b. Preparing conveyances, other instruments, and contracts;
 - c. Related notary fees and recording fees;
 - d. Making surveys, preparing drawings or plats when required for legal financing purposes;

e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference ([CBCA 1825-RELO, 17 March 2010](#)):

- (1) Fee for Courier delivery or similar service;
- (2) Cost of preparing power of attorney; and

f. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges ([56 Comp. Gen. 561\(1977\)](#)). *Litigation costs are not reimbursable.*

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality with appropriate supporting documentation provided by the employee:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1% of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1% only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
- (3) Cost of preparing credit reports;
- (4) Mortgage and transfer taxes;
- (5) State revenue stamps;
- (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. 5912-A4b below;
- (7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);
- (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
- (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;

(10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;

(11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and

(12) Environmental protection fee if required as a mortgage condition ([GSBCA 16053-Relo, 10 June 03](#)).

b. Non-reimbursable Items. Except as otherwise provided in par. 5912-A4a, the following expenses are not reimbursable:

(1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;

(2) Interest on loans, points, and mortgage discounts;

(3) Property taxes;

(4) Operating or maintenance costs;

(5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, [P.L. 90-321](#), and Regulation Z issued IAW [P.L. 90-321](#) by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. 5912-A4a above;

(6) Expenses that result from residence construction; and

(7) VA funding fee ([64 Comp. Gen. 674 \(1985\)](#)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;

b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. 5914.

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10% of the actual sale price of the residence at the old PDS, and

2. 5% of the purchase price of a residence at the new PDS.

5914 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. 5914-A2 and 5914-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:

- a. Sales agreement;
- b. Property settlement document;
- c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
- f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:

- a. Purchase agreement;
- b. Property settlement document;
- c. Loan closing statement;
- d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;
- e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
- f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
- g. Finance charge disclosure statement when provided by a lending institution in compliance with P.L. 90-321 "The Truth in Lending Act."

B. Claim Submission. [DoD FMR Vol. 9, Chapter 6](#).

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review

a. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

(1) Reasonable in amount, and

(2) Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

b. Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved.

c. The reviewing official must attach to the application ([DD Form 1705](#)) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received.

d. The official at the new duty station forwards the claim to the appropriate payment official for payment approval.

e. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee.

f. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act ([P.L. 90-321](#)).

2. Assistance

a. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable.

b. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 ([5 USC §552a](#)) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705)". The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the [Washington Headquarters Service DoD Forms Program](#).

5916 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the [DoD FMR, Volume 9](#) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. 1260.

5918 RETURN FROM MILITARY DUTY

See par. 5562 for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.

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 §1074i 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 D: TRAVEL OF AN ESCORT OR ATTENDANT****SECTION 2: NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER****MEMBERS ONLY**

**Effective 24 June 2016*

**NOTE: Service Academy cadets/midshipmen and SROTC cadets receiving pay under 37 USC §209(d) are eligible for non-medical attendant allowances.*

7205 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER

A. General. A member covered by par. 7205 is a member who:

1. As a result of a wound, illness, or injury, has been determined by the attending physician or surgeon to be 'very seriously wounded, ill or injured' or 'seriously wounded, ill, or injured,' and
2. Is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wound, illness or injury.

B. Non-Medical Attendant. A non-medical attendant is an individual who is:

1. Designated by the member to be a non-medical attendant for the member, and
2. Determined by the attending physician or surgeon and the military medical facility commander or head to be appropriate to serve as a non-medical attendant for the member and whose presence may contribute to the health and welfare of the member.

Effective 6 January 2015

C. Regulatory Authority

1. General

- a. A non-medical attendant of a member described in par. 7205-A may be provided transportation and per diem under par. 7205 as determined by appropriate authority (see par. 7205-B2).
- b. A non-medical attendant under par. 7205 may not also be a designated individual under par. 7321.
- c. The Secretarial Process may authorize/approve transportation and per diem for more than one non-medical attendant in extenuating circumstances.
- d. See par. 1015-C for claims and App E1, par. A2q for ITA authority.
- e. Per Diem authority 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.

2. Applicability

- a. **Members**: The member is authorized TDY travel and transportation allowances.

b. **Employees**: An employee is authorized the TDY travel and transportation allowances in the regulations used by the Agency or Department funding the travel. An employee traveling using DoD funds is issued a DD Form 1610 TDY travel order and/or paid under DTS.

c. **Other Persons**: A person other than a member/employee (does not include foreign military personnel), should be issued an ITA (App E1, par. A1). The individual is authorized the allowances in pars. 7205-D, 7205-E and 7205-F.

D. Transportation

1. **General**. One, or a combination, of the following round-trip transportation services between the non-medical attendant's home and the location at which the member is receiving treatment may be provided if the attending physician or surgeon and the military medical facility commander/head exercising military control over the member determines in writing that the non-medical attendant's presence may contribute to the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for personally procured commercial transportation cost (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. 2600) for the official distance traveled by POC,

Reimbursement for personally procured transportation and/or POC use is NTE the Gov't-procured commercial round-trip air travel cost. Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. 7205-D is subject to par. 5074-B2 for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of Gov't-procured commercial air travel between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7205-D1c.

2. **Other Trips**. Only one round-trip between the non-medical attendant's home and the location the member is receiving treatment is authorized. However, the non-medical attendant also may be provided transportation, while accompanying the member, from the treatment location to which the round trip was authorized to any other location to which the member is subsequently transferred for further treatment. The transportation authorized includes any local travel necessary to obtain treatment for the member at the member's PDS (see par. 2805). Ex: The attendant lives at Location A, the member is being treated at Location B. While the attendant is with the member the member must go between Locations B and C. The attendant may be reimbursed to travel with the member between Locations B and C. However, the attendant may not be paid to return to Location A and then travel back to Location B or to Location C.

E. Per Diem

1. **General**. When a non-medical attendant is authorized a round-trip to and from a medical facility at Gov't expense, per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, while accompanying the member to any other location to which the member is subsequently transferred for further treatment, and for return travel to the non-medical attendant's home. *Comparing costs as in par. 4175 for voluntary trips away from the medical facility site does not apply to par. 7205-E.*

2. **Non-medical Attendant Resides at PDS**. A non-medical attendant who resides at the member's PDS, which is the location at which the member is receiving treatment, is not authorized per diem while in the local area, but may be authorized local travel IAW par. 2805 for any travel necessary to obtain treatment for the member at the member's PDS. The non-medical attendant may be authorized transportation and per diem while accompanying the member to any other location outside the local PDS area to which the member is subsequently transferred for further treatment.

F. **Reimbursable Expenses**. The reimbursable expenses listed in App G incurred incident to travel under par. 7220 may be reimbursed. Receipt requirements are the same as those in par. 2710.

G. **Funds Advance**. An allowance under par. 7205 may be paid in advance (see par. 2300).

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART F: TRAVEL ICW A DEATH****SECTION 1: TRAVEL ICW THE DEATH OF A MEMBER****MEMBERS ONLY****7255 GENERAL**

A. Policy. Transportation procedures for the remains of a deceased member and/or a deceased dependent, IAW par. 1015-C2m, are established in the:

1. [DoDD 1300.22, Mortuary Affairs Policy](#), and
2. DTR
 - a. [Part VII, Ch 701](#), and
 - b. [Part VII, Ch 702](#), and
3. Sponsoring Service regulations.

B. Escorting the Remains of a Deceased Member. Per diem allowances for travel and TDY of a member ICW escorting the remains of a deceased member are IAW Ch 4, Part B.

7260 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony ([37 USC §481f](#))

**Effective 24 June 2016*

**NOTE: The families of Service Academy cadets/midshipmen and SROTC cadets receiving pay under 37 USC §209(d) are eligible for this transportation.*

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. 7260, means:
 - a. The deceased member's surviving spouse (including a remarried surviving spouse);
 - b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;
 - c. The deceased member's parent or parents as defined in [37 USC §401\(b\)\(2\)](#) (par. 7260-D below);
 - d. The deceased member's siblings (one of two or more individuals having one or both parents in common);
 - e. The person who directs the disposition of the deceased member's remains under [10 USC §1482\(c\)](#) (par. 7260-E below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under [10 USC §1482\(c\)](#) to direct the disposition of the remains if individual identification had been made; and

f. If no person described in par. 7260-A1a, 7260-A1b, 7260-A1c, and 7260-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. 7260-A1e. A person provided travel and transportation under par. 7260-A1f is in addition to the person referred to in par. 7260-A1e.

2. Attendant or Escort. An attendant or escort (pars. 7170-A and 7170-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. 7260-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and
- b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. 7260-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. 7260-A1 and 7260-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

- a. The time necessary to travel to the location concerned, plus
- b. NTE 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. 7260-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) Transportation in kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (see par. 2600) for the official distance traveled by POC.

Gov't transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. 7260-A4a(2) is subject to par. 5074-B2, for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used Gov't procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7260-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodging Plus' method in Ch 4, Part B when traveling under par. 7260-A. The per diem payable must not exceed the appropriate rate for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. 2805, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The authorized traveler(s) is/are authorized reimbursement for the reimbursable expenses (App G) incurred incident to travel under par. 7260. Receipt requirements are the same as those in par. 2710.

e. Definitions. See par. 7260-C.

5. Memorial Service. An eligible relative may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service if that memorial service for a deceased member who dies while on active duty occurs at a location other than the burial ceremony location. This round-trip is in addition to that to the burial ceremony and must be completed within 2 years following the member's death, unless the time limitation is waived by the Service Secretary. Allowances in pars. 7260-A1, 7260-A2, 7260-A3, and 7260-A4 apply to the additional roundtrip. Travel and transportation allowances may be provided under par. 7260-A5 for travel of eligible relatives to only one installation/home port/unit memorial service for the deceased member. The memorial service must be in the CONUS, a non-foreign OCONUS area or the deceased member's last PDS or home port, and may not be in a theater of combat operations.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. 7260-B applies to an eligible family member (as defined in par. 7260-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. ([37 USC §481f](#)).

2. Definition of Eligible Family Member. For purposes of par. 7260-B1, an eligible family member of the deceased member of the armed forces includes the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section [37 USC §401\(b\)\(1\)](#) (par. 7260-G below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section [37 USC §401\(b\)\(2\)](#) (par. 7260-D below),
- d. If no person described in par. 7260-B2a, 7260-B2b, or 7260-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under App E2, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. 7260, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains;
2. A placement of cremated remains in a columbarium;
3. A memorial service for which reimbursement is authorized under [10 USC §1482\(d\)\(2\)](#) (par. 7260-F below); and
4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

D. Definition of "Parent". For par. 7260-A1c and 7260-B2c: [37 USC §401\(b\)\(2\)](#), the term "parent" means:

1. A natural parent of the member;
2. A stepparent of the member;

3. A parent of the member by adoption;
4. A parent, stepparent, or adopted parent of the spouse of the member; and
5. 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 five years before the member became age 21.

E. Disposition of Remains. With reference to par. 7260-A1d(1): [10 USC §1482\(c\)](#) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;
- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

F. Non-Recoverable Remains. For the purpose of par. 7260-C3; [10 USC §1482\(d\)\(2\)](#) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

- (1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and
- (2) reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of Chapter 10 of Title 37, whichever is later.”

G. Definition of “Child”. For par. 7260-B2b: [37 USC §401\(b\)\(1\)](#), the term “child” includes a/an:

1. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);
2. Adopted child of the member, including a child placed in the member’s home by a placement agency (recognized by the SECDEF) in anticipation of the member’s legal adoption of the child; and
3. Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary Concerned.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART H: TRAVEL ICW A WOUNDED/ILL MEMBER OR EMPLOYEE****SECTION 1: TRAVEL TO VISIT A WOUNDED/ILL MEMBER**

**Effective 24 June 2016*

**NOTE: Service Academy cadets/midshipmen and SROTC cadets receiving pay under 37 USC §209(d) are eligible for designated individual transportation.*

7315 TRAVEL TO VISIT A WOUNDED/ILL MEMBER (MEMBERS ONLY)

A. General. Ordinarily, not more than three designated individuals (see par. 7321) of a member described in par. 7315-A1 or 7315-A2 may be provided transportation and per diem under par. 7315 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three designated individuals in extenuating circumstances. See par. 1015-C for claims and App E1, par. A2q for ITA authority.

1. Active Duty Member Including an RC Member on Active Duty

a. Seriously Wounded, Ill or Injured. Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. Hospitalized as Result of Combat Wound or Injury. Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. 7315-A1a, who has a wound or an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone and who is hospitalized in a medical facility in the U.S. for treatment of that wound or injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authority must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process. 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.

2. RC Member Entitled to Disability Pay and Allowances. Transportation and per diem is authorized to visit an RC member entitled to disability pay and allowances under [37 USC §204\(g\)](#), who is physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing IDT (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

[DoD FMR, Volume 7A, par. 570604, and table 57-3](#) or [COMDTINST M7220.29B par. 12-Q and figure 12-1](#) for a Coast Guard member.

3. Member Retired due to Wound, Illness or Injury. Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authority does not extend to retirees who incur serious

injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

B. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the designated individual's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the designated individual is necessary for the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);
- c. Automobile mileage rate (see par. 2600) for the official distance traveled by POC.

Gov't/Gov't procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. 7300-C1b is subject to par. 5074-B2 for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7315-B1c.

2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant IAW par. 7205. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

C. Per Diem. When a designated individual is authorized a round-trip to and from a medical facility at Gov't expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. 4175 for voluntary trips away from the medical facility site does not apply to par. 7314-D.*

D. Reimbursable Expenses. The reimbursable expenses listed in App G incurred incident to travel under par. 7315 may be reimbursed. Receipt requirements are the same as those in par. 2710.

7320 TRAVEL TO VISIT A WOUNDED/ILL MEMBER (EMPLOYEES ONLY)

A. Travel Status. A civilian employee, who is authorized travel under a competent travel order as a family member of an active duty Uniformed Service member who is seriously ill, seriously injured or in a situation of imminent death, is treated as an employee in a TDY status.

B. Authority. A TDY travel order for a family member's travel per par. 7320 must be issued and cite par. 7320 as authority.

C. Funding. The member's organization is responsible for funding the employee's TDY travel.

D. Transportation Mode and Routing. The transportation mode/routing must be IAW Ch 2.

E. Non-Family Member Travel. Another civilian, not a family member, must be issued an ITA and is authorized allowances under par. 7320.

7321 DESIGNATED INDIVIDUALS

A. General

1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment.
2. If the attending physician/surgeon determines that the member is not able to make such a designation, an individual is then designated by the attending physician/surgeon and the military medical facility commander or head.
3. Designated individuals are authorized travel and transportation allowances as follows:
 - a. **Members Only**: The member is authorized TDY travel and transportation allowances.
 - b. **Employees Only**: An employee is authorized the TDY travel and transportation allowances in regulations used by the Agency/Department funding the travel. An employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.
 - c. **Other Persons**: A person other than a member or employee (does not include foreign military personnel), should be issued an ITA (App E1, par. A1). The individual is authorized the allowances in pars. C7315-B, 7315-C and 7315-D.

B. Change of Designated Individual

1. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment, but during any one time period, ***there may only be three designated individuals paid per diem.***
2. This number of designated individuals is reduced by the number of non-medical attendants authorized during any period the member is authorized one or more non-medical attendants IAW par. 7205.
3. These number designated individuals are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. 7315-A.

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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. Lodging

*a. Gov't Qtrs are directed for mandatory use.

*b. If bachelor quarters (barracks) are not available at no cost, then visiting transient quarters should be used and the member reimbursed the Gov't Qtrs service charge.

*c. Only if the office responsible for scheduling and arranging the disciplinary travel cannot arrange Gov't Qtrs, then the member may be reimbursed actual lodging cost up to the locality lodging rate if non-availability is documented IAW par. 2570.

*4. 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.

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.

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) | National Security Agency/Central Security Service (NSA/CSS) | Joint Professional Military Education Colleges |
| | Office of Economic Adjustments (OEA) | Defense Intelligence Agency (DIA) | | |
| U.S. Court of Appeals for the Armed Forces | Defense Health Agency (DHA) | Defense Legal Services Agency | Pentagon Force Protection Agency (PFFA) | Uniformed Services University of the Health Sciences (USU) |
| | Washington Headquarters Services (WHS) | Defense Logistics Agency (DLA) | | |

DEPENDENT (Members Only)

A. General. The term “dependent” is defined by [37 USC §401](#). *Except for transportation to obtain OCONUS medical care (par. 7105-A)*, any of the following individuals are a dependent:

1. A member's spouse;
2. A member’s unmarried child under age 21. This includes an infant born after a PCS order effective date when the mother’s travel to the new PDS before the child’s birth was precluded by Service regulations:
 - a. Because of the advanced state of the mother’s pregnancy or other medical reason(s) as certified by a medical doctor, or
 - b. For other official reason(s) such as awaiting completion of the school year by other children in the family. See [50 Comp. Gen. 220 \(1970\)](#), and [66 Comp. Gen. 497 \(1987\)](#).
3. A member's unmarried stepchild under age 21. This includes a member’s spouse’s illegitimate child. A stepchild is *excluded as a dependent* after the member’s divorce from the stepchild’s parent by blood. See [B-177061 4 Nov 1974](#);

4. A member's unmarried adopted child under age 21. This includes a child placed in the member's home by a placement agency for the purpose of adoption.;
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW Service regulations;
6. A member's unmarried child who is under 23 enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support. This includes step, adopted, and illegitimate children.;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support. This includes a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW Service regulations.;
8. For transportation authorized in par. 5088-B:
 - a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from/cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
 - b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
 - a. Is dependent on the member for more than one half of his/her support and has been dependent for a period prescribed by the Secretary Concerned; or
 - b. Became dependent due to a change of circumstances arising after the member entered active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce/annulment before the member was eligible for return transportation. See par. 5154.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
 - a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
 - (1) Has not attained age 21, or
 - (2) Has not attained age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or
 - (3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was a dependent of the member/former member under (1) or (2), and

- b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and
- c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or other circumstances as prescribed in the regulations of the Secretary Concerned; and
- d. Is not a dependent of a member under any other paragraph.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of a member's spouse when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".
2. "Issues of marital status are determined by state law", James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . ., intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)".
3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See [GSBCA 14122-RELO, 16 March 1998](#) and [GSBCA 15207-RELO, 19 May 2000](#). State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).
4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

C. Member Married to Member

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:
 - a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-D1, or
 - b. Transportation for survivors of a deceased member authorized in par. 7260-A1.
2. A child a dependent of either the mother or the father who are members on active duty. ***Only 1 member may receive allowances on the child's behalf.***
3. A member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay. See [37 USC §421](#) and [37 USC §204](#).

D. Dependency Determination PoCs. Service PoCs for dependency determination are in par. 10104-G3.

E. Pertinent GSBCA Decisions. [GSBCA 15947-RELO, 31 March 2003](#); [GSBCA 15382-RELO, 20 December 2000](#); [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14673-RELO, 9 December 1998](#); and [GSBCA 14122-RELO, 16 March 1998](#).

Effective 10 April 2015

DEPENDENT/IMMEDIATE FAMILY (Employees Only)

A. General

1. Dependent and Immediate Family Member. The terms “dependent” and “immediate family” include the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

- a. Employee's spouse. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual's state of residency recognizes such marriages. The term “spouse” does not include individuals in a formal relationship recognized by a State, which is other than lawful marriage. It also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law.;
- b. Employee's domestic partner;
- c. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. See item A2 below.
- d. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner. See Footnote 2 below.
- e. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. See Footnote 2 below.

2. Children. The term “children” includes:

- a. Natural offspring;
- b. Stepchildren;
- c. Adopted children;
- d. Grandchildren,
- e. Legal minor wards or other dependent children who are under legal guardianship of the employee/employee's spouse.
- f. A child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned (e.g., awaiting school year completion by other children). See [50 Comp. Gen. 220 \(1970\)](#) and [66 Comp. Gen. 497 \(1987\)](#). See Footnote 1 below.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of an employee's spouse when a “common law marriage” is involved is addressed in several 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 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. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.
- *e. Expenses related to lodging that are listed in the room account;
- *f. 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.
- *g. 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 (usually between PDSs within the same city/area) when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. See par. 5566 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 POV 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 E: INVITATIONAL TRAVEL

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the Gov't,
- b. Be only intermittently employed by the Gov't as a consultant or expert (*does not include a contractor's employee traveling in the performance of the contract*) and paid on a daily when actually employed basis under [5 USC §5703](#),
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by [10 USC §1588](#). See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a TDY DoD employee, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;
- c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. *An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business.* ([55 Comp. Gen. 750 \(1976\)](#));
- d. An individual's attendance at an incentive award ceremony is related to an award presentation ([32 Comp. Gen. 134 \(1952\)](#)). *Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;*
- e. An individual is an attendant for an employee with special needs or member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended ([55 Comp. Gen. 800 \(1976\)](#));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (*NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. 7260.*);
- g. An individual is authorized pre-employment interview travel under par. 7800;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against an employee or member in an adverse action case. The testimony can be on behalf of the Gov't, the employee, or the member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#);

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense ([B-180469, 28 February 1974](#));

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a member's dependent(s) under (4) noted in Ch 7, Part D or an escort for a member under (5) as noted in Ch 7, Part D.

(1) An employee with a disability or a special need on official travel ([56 Comp. Gen. 661 \(1977\)](#) & [59 Comp. Gen. 461 \(1980\)](#));

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See par. 7025-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (par. 7025-E3b); or

(3) A member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under par. 5152-D, 6020, 6090, 7105, 7260 or 7415. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

(4) A member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under par. 7080, 7085, 7205, 7315 or 7415. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

m. Spouses' Invitational Travel is for a family member. All applicable conditions in items (1) through (6) below must be met before allowances are authorized/approved.

(1) The AO determines that a spouse may travel with the sponsor, at Gov't expense, when the spouse's presence would further the interest of the DoD, the Military Service or the command when the spouse travels to:

(a) Attend a function in which the DoD Sponsor is participating in their official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part, or

(b) Attend a function (with or without the DoD Sponsor) attended by spouse of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the Sponsor is meeting in their official capacity, or

(c) Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

- (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.
- (4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of Gov't Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***
- (5) The AO for all other travel under this item is the:
- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
 - (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
 - (c) Combatant Command Commander or designees for a request from a member and an employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.;***
 - (d) Secretary of a Military Department, or designees, for requests from a staff member; and
 - (e) Service Chief or designees for a request from a member and an employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.
- (6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AOs should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel is being abused. For example, good judgment would counsel against travel if:
- (a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or
 - (b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Gov't funded transportation only (i.e., no per diem or actual expense allowances) for the spouse, must include the following statement: ***"This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."*** Approval authorities must maintain records of all approved requests for spouse travel that, at a minimum detail 1) the spouse's name, 2) dates and purpose of travel, and 3) any other information that supports justification of the approval;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of an employee or member may travel at

- Gov't expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing ([71 Comp. Gen. 6 \(1991\)](#));
- o. Travel is by an individual who serves as an organ donor for a member, when the donation is authorized under Service regulations;
 - p. An individual performing a direct service for the Gov't, consistent with [10 USC §1588](#); ([5 USC §§5701\(2\), 5703](#); App A1; [55 Comp. Gen. 750 \(1976\)](#));
 - q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (not of an employee) per par. 7315;
 - r. An auxiliary chaplain who is intermittently employed by the Gov't to provide religious services or emergency ministrations. *An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. 1240;*
 - s. An attendant (par. 7100 for a patient authorized travel for specialty care over 100 miles IAW par. 7095;
 - t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program ([DoDI 1342.28](#)) event IAW par. 7350;
 - u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) ([DoDI 1300.18, par E2.46](#)) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 USC 411f\(c\)](#) and listed in par. 7260-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;
 - v. A former employee invited to participate in a DoD Health Surveillance Program consistent with [DoDI 6055.05](#) Occupational and Environmental Health (OEH). A Service may authorize/approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or
 - w. Required for a non-medical attendant for a very seriously and seriously wounded, ill or injured member IAW par. 7205 and par. 7140-D3.
 - x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. 4130 and 4300 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. A Federal Gov't employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:
 - a. A retired Federal Gov't employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre-employment interview travel under par. 7800 and the employee/member is in a leave status during such travel ([B-219046, 29 September 1986](#)); or
 - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient;
4. Contractors (App E3); or
5. ***Foreign military personnel.***

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in Ch 3 and Ch 3 as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the Gov't's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832 \(par. A2j\)](#).
- *4. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the ([69 Comp. Gen. 38 \(1989\)](#)):

- (1) Travel and transportation is authorized by the head of the DoD Component concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD Component concerned may allow attendance at Gov't expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

*5. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co-curricular Activities. See pars. 7150 and 7160.

*6. Travel and Transportation for Funeral Honors Detail. A person not employed by the Gov't, who participates in funeral honors detail for a veteran ([10 USC §1491](#)), may be authorized transportation or transportation reimbursement and reimbursable expenses (App G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in App G may be authorized/approved.

APPENDIX G
QUICK REFERENCE TABLES
FOR REIMBURSABLE AND NON-REIMBURSABLE
OFFICIAL TRAVEL EXPENSES

This Appendix addresses commonly incurred expenses ICW official travel. It is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses. See Ch 2, part M for detailed expense lists, restrictions, and governing regulations.

A. Reimbursable Official Travel Expenses

| REIMBURSABLE OFFICIAL TRAVEL EXPENSES | Members | | Employees | |
|--|---------|-----|-----------|-----|
| | PCS | TDY | PCS | TDY |
| Arrival or Departure Taxes or Fees | X | X | X | X |
| Baggage check in fee, curbside (Travelers with a disability/special need only) | X | X | X | X |
| Baggage, excess accompanied | X | X | X | X |
| Baggage Expenses (limited only to those authorized in par. 2830) | X | X | X | X |
| Baggage storage fee | X | X | X | X |
| Baggage transfer fee | X | X | X | X |
| Biometric fees (ICW a passport and/or visa) | X | X | X | X |
| Birth certificate | X | X | X | X |
| Commercial Travel Office (CTO) Fees (when not included in the transportation ticket cost) | X | X | X | X |
| Computer internet connections | | X | | X |
| Conference Registration Fee | | X | | X |
| Conveyance costs to and from the transportation terminal | X | X | X | X |
| Currency conversion fees | X | X | X | X |
| Currency conversion fees for other than GTCC (Members Only) | X | X | | |
| Dependent fees | X | X | X | X |
| Deposits when TDY is curtailed/canceled/interrupted | | X | | X |
| Disease prevention measures | X | X | X | X |
| Driver (vehicle) services | | X | | X |
| Driver’s License/permit (international) and photos, (for members and employees only, <i>not dependents</i>) | X | X | X | X |
| Early checkout penalty when TDY is curtailed/canceled/interrupted | | X | | X |
| Energy surcharge fees | X | X | X | X |
| Green card fees | X | X | X | X |
| Government conveyance costs | | X | | X |
| GTCC late payment, expedited delivery, and Chip/PIN card issue fees | X | X | X | X |
| Guide services | | X | | X |
| Insurance, driving related (in a foreign country only) | | X | | X |
| Interpreter services | | X | | X |
| Legal service fees ICW a passport, visa, green card, or changes in status | X | X | X | X |
| Lodging, dual | | X | | X |
| Lodging, daytime fees | | X | | X |
| Lodging, mandatory fees | | X | | X |

| REIMBURSABLE OFFICIAL TRAVEL EXPENSES | Members | | Employees | |
|--|---------|-----|-----------|-----|
| | PCS | TDY | PCS | TDY |
| Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long-term TDY flat rate per diem. (Members Only) | | X | | |
| Lodging reimbursement while on leave, when receiving long-term TDY flat rate per diem (Employees Only) | | | | X |
| Lodging tax in CONUS and non-foreign OCONUS areas only | X | X | X | X |
| Merchant surcharge - GTCC <i>or</i> personal charge card (ICW official travel) (Members Only) | X | X | | |
| Merchant surcharge - GTCC only (ICW official travel) (Employees Only) | | | X | X |
| Military working dog expenses | | X | | X |
| Paper ticket fees | X | X | X | X |
| Parking fees at a terminal | | X | | X |
| Passport fees ICW official travel (member, employee, and dependents) | X | X | X | X |
| Pet quarantine | X | | X | |
| Photograph fees for OCONUS travel ICW a passport, visa, or green card | X | X | X | X |
| Physical examination fees ICW a visa | X | X | X | X |
| Prepaid rent forfeited when TDY is curtailed/canceled/interrupted | | X | | X |
| Preparatory travel expense reimbursement when the order is amended, modified, canceled or revoked | X | X | X | X |
| POC tax and license fee ICW TDY (Employees Only) | | | | X |
| POC use on TDY | | X | | X |
| Rental vehicle reimbursable expenses | | X | | X |
| Resort fees | X | X | X | X |
| Room rental | | X | | X |
| Service/processing/transaction fees for arranging transportation, rental car, and lodging accommodations | X | X | X | X |
| Special conveyance/rental vehicle expenses | | X | | X |
| Storage of property used on official business | | X | | X |
| Tips, baggage handling -- for traveler with a disability/special need | X | X | X | X |
| Tips, baggage handling -- for dep baggage that sponsor cannot handle when dep travels with the sponsor | X | | X | |
| Tips, baggage handling -- for unaccompanied dependent's baggage | X | | X | |
| Tips, taxi cab/limousine service. Not separately reimbursable but included in the cost of the transportation | X | X | X | X |
| Transportation between Interim Terminals | X | X | X | X |
| Transportation to/from the transportation terminal | X | X | X | X |
| Travel and transportation related expenses | X | X | X | X |
| Value added tax relief certificate | | X | | X |
| Visa fees for OCONUS travel | X | X | X | X |

B. Non-Reimbursable Official Travel Expenses

| NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES |
|---|
| ATM use |
| Baggage check-in fee, curbside |
| Communication services |
| Laundry/dry cleaning expenses |
| Medical fees |
| Mission related expenses |
| Passport fees for an acquired dependent (Members Only) |
| Personal expenses |
| Phone calls, official |
| *Potable water and ice |
| Prepaid phone cards/cell phones |
| Registered traveler membership fee |
| Insurance, personal accident |
| Insurance, rental car (U.S./non-foreign OCONUS location) |
| Rental car damage ICW non-official business |
| Rental equipment purchase |
| Tips aboard commercial ships |
| Tips, baggage handling |
| Tips for handling Gov't property |
| Tips ICW Courtesy Transportation (e.g., hotel, park and ride or airport shuttles) |

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APPENDIX I: TRAVEL ORDERS
PART 1: DELEGATION OF AUTHORITY
EMPLOYEES ONLY

NOTE: Only the officials listed in par. 3510 may authorize/approve premium class air accommodations.

A. Who May Issue a Travel Order ([FTR §301-71.104](#))

1. General

- a. The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.
- b. Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.
- c. One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.
- d. Specific travel order-issuing conditions are indicated in the following tables.
- *e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving a travel order.
- f. See Ch 4, Part C for AEA information.

2. Army Delegation of Authority

| DEPARTMENT OF THE ARMY (All below are Travel Order Issuance Delegation) | | | |
|--|-----------------------------|------------------|---|
| Authorizing and Approving Official | TDY Travel 1 | PDT 5 | Invitational Travel 1, 6 |
| | Footnote | Footnote | Footnote |
| Secretary of the Army | | | |
| Administrative Assistant to the Secretary of the Army | 3 | 3 | 3 |
| Chief of Staff | 2 | | |
| Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency | 2, 4, 7 | | |
| Commander or Head of an Installation, Activity, or Field Operating Agency (A1) | 4, 7 | | |
| National Guard Adjutants General of the Respective States | 4 | | 4 |

Footnotes:

1/ Issuance is subject to the provisions of AR 600-8-10, "Leaves and Passes."

2/ This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a blanket TDY travel order issuance. ***NOTE: A blanket travel order is not used in DTS.***

5/ For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.

6/ Responsibility for a PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

7/ TDY over 180 days may be authorized/approved by an official of at least 2-star level/equivalent IAW par. 2230-A requirements.

3. Navy Delegation of Authority

| DEPARTMENT OF THE NAVY "X" indicates travel order issuance delegation | | | | |
|--|-----------------------------|---|--|--------------------------------|
| Authorizing and Approving Official | TDY Travel | PDT 3 | | Invitational Travel 1, 2 |
| | Trip And Blanket 1, 2 | OCONUS Involving Employment Agreements | Other Including First Duty Station Travel Within CONUS | |
| Secretary of the Navy | X | X | X | X |
| Under Secretary of the Navy | X | X | X | X |
| Deputy Under Secretary for Manpower | X | X | X | X |
| Assistant Secretaries of the Navy | X | X | X | X |
| Special Assistant to the Secretary of the Navy | X | X | X | X |
| Commandant, Assistant Commandant, and Director, USMC Staff | X | X | X | X |
| Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department | X | X | X | X |
| Auditor General of the Navy and Director, Naval Audit Service | X | X | X | X |

| DEPARTMENT OF THE NAVY "X" indicates travel order issuance delegation | | | | |
|---|-----------------------|--|--|--------------------------|
| Authorizing and Approving Official | TDY Travel | PDT 3 | | Invitational Travel 1, 2 |
| | Trip And Blanket 1, 2 | OCONUS Involving Employment Agreements | Other Including First Duty Station Travel Within CONUS | |
| Director, each Naval Audit Service Regions | X | | | |
| Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) | X | X | X | |
| Commander and Vice Commander of Naval Systems Command HQs | X | X | X | |
| Commander, Deputy Commander and Chief of Staff, Military Sealift Command | X | X | X | X |
| Director, Defense Printing Service | X | X | X | |
| Director, Naval Training Aids Center | X | | | |
| Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters | X | X | X | X |
| Chairman, Armed Services Board of Contract Appeals | X | X | X | |
| Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy | X | X | X | X |
| Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff | | X | | |
| Director of Civilian Personnel and Industrial Relations Officer | | X | X | |
| Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative | X | X | X | X |
| Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic | | X | | |
| Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters | | X | X | |

Footnotes:

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Ch 16 for duty involving access to classified material.

2/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official "acting" is authorized to sign the service agreement or travel order as "acting."

4. Air Force Delegation of Authority

| DEPARTMENT OF THE AIR FORCE (All below are Travel Order Issuance Delegation) | | | |
|---|----------------------------|-----------------|--------------------------------------|
| Authorizing and Approving Official | TDY Travel 1, 9 | PDT | Invitational Travel 9 |
| | Footnote | Footnote | Footnote |
| Secretary of the Air Force | 3 | 6 | |
| Chief of Staff, U.S. Air Force | 4 | 6 | |
| Commander, Major Air Command/FOA/DRU | 5 | 6 | |
| Commander, Intermediate Echelon | 2, 5 | 6 | 7 |
| Commander, Activity, Wing, Group, or Squadron | 2, 5 | 6 | 7 |
| Commander, North American Air Defense Command | | 6 | |
| National Guard Adjutants General of the respective State | 8 | 8 | |

Footnotes:

- 1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.
- 2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 180 days. Authority may be re-delegated to lower echelons if desired.
- 3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. ***A blanket travel order is not used in DTS.***
- 4/ Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. ***A blanket travel order is not used in DTS.***
- 5/ Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. A blanket travel order may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***A blanket travel order is not used in DTS.***
- 6/ Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.
- 7/ When delegated by the responsible major air command.
- 8/ Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.
- 9/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

APPENDIX I: TRAVEL ORDERS

PART 2: GENERAL CONDITIONS

EMPLOYEES ONLY

A. Order in Writing ([FTR §301-71.107](#))

1. Policy. A travel order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at Gov't expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes ([FTR §301-71.100](#)). The purposes of a travel order are to:

- a. Provide the traveler information regarding what expenses may be paid;
- b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 5, or for a pre-employment interview/examination except as in par. 7800.

4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authorization may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel order.

b. A travel order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

5. Sea Trial Travel Order

a. Instead of an individual travel order, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Gov't ship.

b. The written travel order must show:

- (1) The per diem authorization,
- (2) The per diem rate,
- (3) Duty dates,

- (4) Accounting data, and
- (5) The names of the employees assigned to the particular sea trial trip.

c. A copy of the travel order must be given to each employee concerned.

6. Employee Status

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

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

B. Confirmatory Travel Order

1. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.

2. A confirmatory travel order must:

- a. Be issued as promptly as possible,
- b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
- c. Be initiated by the official who directed the travel.

C. Blanket Travel Order. A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

- 1. Is limited to use within a stated geographical area, and
- 2. Is limited to a time period within a fiscal year, and
- 3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
- 4. Can only authorize economy-class travel. *If travel in 'other than economy/coach' accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. ***NOTE: A blanket travel order is not used in DTS.***

D. Travel Order Amendment

1. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

- a. Recognize an essential aspect of travel not known in advance,
- b. Change the period or place of TDY assignment,
- c. Include omitted pertinent information,
- d. Change allowances for unperformed travel or duty, and/or

e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

2. Authorization, Approval and Retroactive Modification

a. Allowances may be:

- (1) Authorized only in advance of travel in some instances and/or
- (2) Approved after travel is completed.

b. See App A for definitions of “authorize” and “approve”.

c. Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

d. Except to correct/complete a travel order to show the original intent, a travel order must not be revoked/modified retroactively to create or deny an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted POC use.*)

e. See pars. 4205 and 4210 regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

a. The amendment effective date is the issuance date unless a later date is specified.

b. The amendment may indicate retroactive effect under the conditions in par. D1.

c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

4. How to Amend a Travel Order

a. General. A travel authorization/order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

b. Responsible Official. The AO directing an employee's travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel order (see App I, Part 1, par. A) may issue a permitted amendment.

E. Rescinding a Travel Order

1. An order may:

a. Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

b. Be rescinded when it applies to unperformed authorized travel.

2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, pars. 2200-D and 5506 and CBCA 1370-RELO, 22 January 2009.

F. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

*G. Authorization of a Travel Order (FTR §301-71.3). A travel order is “authorized” by affixing the AO’s seal or signature. Authorization may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Gov’t-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
7. Immunization, passport, visa, and green cards. See App G.; and
8. Administrative requirements, including for a record in the employee’s personnel folder, for OCONUS PCS travel.

I. Unused Travel Order. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on a Travel Order. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location). A written order should also include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

K. Recording Commercial Transportation Use for OCONUS Permanent Duty and RAT. When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the TO place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov’t expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

APPENDIX I: TRAVEL ORDERS

PART 4: ORDER PREPARATION

EMPLOYEES ONLY

A. TDY Travel

*1. General. DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEMLE travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations, and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't discounted rates.

NOTE: DD Form 1610 must not be used for invitational travel or a contractor's travel.

2. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See App I3, par. B for specific information required on each order.

Item 4. Position Title and Grade/Rating. This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. Organizational Element. Enter division, branch, or unit to which traveler is assigned.

Item 8. Authorization Type. Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY Purpose (App H). Insert one of the applicable standardized purpose categories listed in App H. *This is required.*

Item 10.

a. Approximate Number of TDY Days (Including Travel Time). Self-explanatory. **NOTE:** *The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.*

b. Departure Date (yyyy/mm/dd). Indicate the date that the official travel is expected to begin. **NOTE:** *Official travel may begin as many as seven days before or seven days after the indicated departure date.*

Item 11. Itinerary. Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 2215. **NOTE:** *This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.*

Item 12. Transportation Mode. Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the TO determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the Gov't's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Gov't's advantage or if reimbursement is limited. **NOTE:** *Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.*

Item 13. Per Diem. When per diem using the Lodging Plus computation method in Ch 4, Part B1 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (*Specify*)" and enter the appropriate rate information. For example:

- a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*)." If anticipated expenses justify a lower per diem rate and a reduced rate of \$60 is authorized under par. 4095-C, the entry should be "reduced rate \$60."

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. 4095- B, C, and D) for the rate shown.

- b. RESERVED

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

Item 15. Advance Authorized. Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

Item 16. Remarks. This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, conference registration fees, etc. The following statement may or must be use as appropriate to the official travel.

- a. **Commercial Transportation Tickets.** *"If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher."* The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

- b. **Excess Accompanied Baggage.** " _____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 3105.

- c. **Delay in En Route.** Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

- d. **'Other Than Economy/Coach' Accommodation Authority.** Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) **First Class Air Accommodation.** "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is (\$XXX.XX)." See Ch 3, Part F and App H2B; or

(2) **Business Class Air Accommodations.** "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H3A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is (\$XXX.XX)." See Ch 3, Part F, and App H2A. ***NOTE:***

Only an official, designated IAW par. 3510-A, has authorization/approval authority for first class accommodations and par. 3510-A for business class accommodations.

e. Special Requirements. Include instructions if the TDY assignment involves special clothing, or other conditions apply. ***NOTE: These instructions are for the traveler and do not carry any reimbursement authority.***

f. Accompanied Traveler. Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, employee).

(1) Cite par. 7210 or 7215 when traveling as an attendant or escort for a Service member's dependents.

(2) Cite par. 7320 when traveling as a civilian family member of a seriously ill or injured member.

g. GTCC. See [DoDI 5154.31, Vol. 4, GTCC Regulations](#) when a GTCC is not accepted or cannot be used, and par. 2500.

h. Conference Registration Fee. Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee if a registration fee is authorized.

i. POC Restrictions. Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov't's advantage. See Ch 4, Part G.

k. ATM Advance. Indicate the amount authorized for ATM advance against the GTCC (par. 2305).

l. Transportation Mode. Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

m. RESERVED

n. RESERVED

o. RESERVED

p. Costs for Expenses not Fully Covered by Non-Federal Source. Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source ([Joint Ethics Regulation \(JER\)](#), [DoD 5500.7-R](#)), covers some but not all of the allowable travel and subsistence expenses. See Ch 4, Part B to determine the applicable maximum allowances.

q. Pet Transportation. Include the following statement on an order for travel to foreign locations and back to the U.S.

NOTE: A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a [FWS pet bird fact sheet](#) and an [application for the one-time import, export, or re-export of pets into/from the U.S.](#) See Ch 5, Part B8.

r. **'Fly America' Act.** Include the endorsement required by par. 3525-F when use of a commercial foreign flag air carrier/ship is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. **Emergency Visitation Travel.** Indicate "EVT transportation authorized for dependent under Ch 7, Part A3 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under JTR par. 7020.", and include the dependent's name. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

u. Include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Item 17. Travel-Requesting Official (Title and Signature) other than the Official Signing in Block 20.

The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. Travel-Approving/Directing Official (Title and signature) other than the official signing in block 17.

Item 19. Accounting Citation. Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The Fund-Approving Official (App A1) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (Title and signature). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

NOTE: Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in [B-261647, 26 June 1995](#), which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

Item 22. Travel Authorization Number. Show the identifying number and/or symbol assigned by the issuing office.

3. Distribution. App I2, par. H.

B. Permanent Duty Travel

1. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel ([DD Form 1614](#)) is used as a request and order for all official PCS/TCS travel by an employee and family. See App I3, par. F2, and [DD Form 1614](#).

NOTE 1: [DD Form 1614](#) must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD Component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. 5570. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

2. DD Form 1614 Preparation. [DD Form 1614](#) is ordinarily self-explanatory. Special explanatory material for completing certain items on [DD Form 1614](#) follows:

NOTE: See App I3, par. B for specific information required on each order.

Item 6. Retirement Code. Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See the [OPM website](#) for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence. Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination. Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

Item 10. Travel Purpose (Other). When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House Hunting Trip, Round Trip Travel for House Hunting. Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses. This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel. The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the [DD Form 1614](#)) before/after the employee doesn't need any statement on the [DD Form 1614](#) or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part B3c.

Item 22. Accounting Citation. Show fiscal data IAW regulations of the DoD Component concerned. *Please ensure that funds are obligated against the order.* [Transportation Account Codes \(TAC\): Army; Air Force; Navy and Marine Corps](#); and DoD personnel.

Item 23. Travel Approving/Directing Official (see App A1). Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO (see App A1). Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant Forward Completed Claim to the Following Address. The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations. In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- a. House hunting Trip. Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.
- b. TDY. Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.
- c. 'Other Than Economy/Coach' Accommodations. Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First-Class Air Accommodations. "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2B, or

(2) Business-Class Air Accommodations. "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H3A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2A.

NOTE: Only an official, designated IAW par. 3510-A, has authority for first-class accommodations authorization/approval and par. 3510-A for business accommodations authorization/approval.

- d. Transportation Mode. Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- e. ATM Advance. Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- f. Indicate the issuing CTO's name, address, PoC with phone number and DSN (including area code for each).
- g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.
- h. POC Use Is Not to the Gov't's Advantage. Indicate when POC travel is not to the Gov't's advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation, plus appropriate per diem. See par. 5622.
- i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.
- (1) 'Fly America' Act. Include the endorsement required by par. 3525-F when commercial foreign flag air carrier/ship use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.
 - (2) Pet Transportation. Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain an [FWS pet bird fact sheet](#) and an [application for the one-time import, export, or re-export of pets into/from the U.S.](#) See Ch 5, Part B8.
- j. Include notice that if an order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).
3. Distribution. App I2, par. H.
4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 ([5 USC §552a](#)) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" ([DD Form 1614](#)). The form may be reproduced locally and made available to the individual supplying data shown on [DD Form 1614](#). The form is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program.

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APPENDIX N**MOVE-IN HOUSING ALLOWANCES (MIHA)****MEMBERS ONLY****PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)**

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| A. | General |
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| D. | MIHA/Security |
| E. | Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report |
| F. | Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim |
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PART II: MIHA SECURITY LOCATIONS

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. See Chs 1- 4 for further details.

T4000 INTRODUCTION

A. Application. In this App:

1. Except where differences are identified, the allowances and responsibilities apply equally to a member and an employee and any other non DoD Gov't employee working for DoD and paid travel allowances funded by DoD; and
2. "Authorizing official" or "AO" means the individual who:
 - a. Controls the mission,
 - b. Authorizes the trip, and,
 - c. Controls funds for TDY travel (App A1).

B. Common TDY Travel Types. This App:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a/an member, employee and any non-DoD Gov't employee working for DoD and paid travel allowances funded by DoD;
2. Covers individual:
 - a. Travel for business,
 - b. Travel for schoolhouse training,
 - c. Deployment or personnel traveling together via no/limited reimbursement, and,
 - d. Certain travel under special circumstances.
3. Is used ICW the JTR where more detailed allowances are prescribed.
4. Is to be used for ITAs. Also see App E.

C. Special Circumstances and Categories Travel. See Ch 7, not this App, contains provisions for travel of:

1. Senior ROTC;
2. RC member travel for medical and dental care;
3. Retirees called to active duty;
4. A Ready RC member authorized muster duty allowance;
5. ADT tours of 140 or more days at one location (except as noted in par. 2240-B) and active duty for other

than training for more than 180 days at one location, except when due to unusual circumstances per diem is authorized IAW par. 7355-F.

D. PCS Move Travel. *TDY, performed as part of a PCS move (i.e., TDY en route), is not paid through DTS.*

E. Evacuations. See Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THE JTR

Commands/units are expected to take appropriate disciplinary action when a traveler/AO fails to follow the JTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (member), or other personnel means (employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed).

T4010 REIMBURSEMENT RATE

Rates for private conveyance mileage reimbursement rates are in par. 2600. Gov't dining facility/mess food and operating expense rates are found in App A1, Government Meal Rate. Per diem rates by location showing the lodging, meals and IE components are provided by the DTMO (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, the AO must choose that method.

B. Traveler Rights and Responsibilities

1. A traveler must follow and use good judgment in incurring official travel related expenses, as if traveling using personal funds (see par. 2000).
2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel related expenses appropriate to the mission.
3. It is *mandatory* that the traveler arranges commercial transportation, rental vehicles (if authorized/approved), through an available CTO or in-house travel arranger per par. 2400 ([CBCA 2956-TRAV, 31 January 2013](#)). DTS estimates the total cost for the trip (a "should cost" estimate) forming the estimated reimbursement basis.
4. It is *mandatory* that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:
 - a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if \$75 or more) for reimbursement (***NOTE: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.***),
 - b. Must use economy/coach accommodations for all official Gov't funded travel, unless 'other than economy/coach' accommodations are authorized before/approved after travel at the appropriate level listed in par. 3510. Reason for use examples, when authorized/approved:

- (1) Medical reasons. See par. 2110-J, or

- (2) Mission Requirement. TDY mission timing requires ‘other than economy/coach’. When ‘other than economy/coach’ TDY transportation is authorized/approved because the mission timing is “so urgent it cannot be postponed,” ‘other than economy/coach’ transportation should only be authorized on the way to the TDY site. Economy/coach accommodations use should be annotated on the trip record and used for the return transportation if the return timing is not critical and the traveler can rest before reporting back to work. See par. 4415.
- c. Must *not* use foreign flag transportation, even if U.S. flag carrier fares are higher,
- d. Who uses other than economy/coach or a foreign flag transportation presumably at Gov’t expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JTR requirements for reimbursement (see par. T4020-B9 for non-reimbursable expenses), and
- e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.
5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.
6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the [DoDI 5154.31, Vol. 4, GTCC Regulations](#) .
7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.
8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the Gov’t would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).
9. Non-Reimbursable Expenses
- a. General. The JTR addresses “reimbursable” allowances funded by the Gov’t. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional Gov’t cost, does not require authorization/approval, but is still not reimbursable regardless of the AO’s authorization/approval. Pars. T4020-B9b through T4020-B9d provide clarification.
- b. Promotional Materials/Benefits
- (1) A traveler on official business traveling at Gov’t expense agency (App A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.
- 2) The promotional material must be obtained under the same terms as those offered to the general public or to a class consisting of all Government employees or members, whether or not restricted on the basis of geographic consideration and must be at no additional Gov’t cost. Examples include vendor provided complimentary upgrades to rooms or transportation accommodations and upgrades ‘purchased’ using frequent traveler benefits and/or personal unreimbursed funds.

(3) Promotional benefits or materials received from a travel service provider ICW planning and/or scheduling an official conference or other group travel (as opposed to performing official travel) are considered Gov't property, and may only be accepted on the Gov't's behalf.

(4) Promotional items received for travel using funds other than those of an agency are not covered by this rule. The traveler should seek guidance from the funding authorities.

c. Seat Relinquishing

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

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

d. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost, delayed, or damaged by the carrier. If the traveler intends to make a claim against the Gov't for the loss, delay, or damage, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. (31 USC §3721, The Personnel Claims Act, P. L. 88-558 for reimbursement claims when the traveler has not been compensated by the carrier for lost or damaged baggage.)

10. Each traveler must be treated as an honest, responsible customer, and must follow the JTR. The DoD FMR, Vol. 9, and par. 2705, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy

a. It is mandatory DoD policy that all members and employees use DTS using the DTS Reservations Module for all official commercial transportation and lodging requirements. When DTS is not available or commercial lodging at the TDY location cannot be found in DTS, an available DTMO contracted CTO or a GSA contracted TMC (when a DTMO contracted CTO is not available) must be used ([CBCA 2956-TRAV, 31 January 2013](#)). The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO or GSA contracted TMC for the official travel. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach tickets purchased at Gov't expense without prior proper authority (see pars. 2400, 3500, 3600, and 3650 for exceptions).

b. ***A command must not permit a CTO to issue a YCA airfare purchased at Gov't expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs.***

NOTE: This does not establish the _CA as the basis for policy constructed airfare – that remains the YCA airfare.

2. Service Issuances. DoD Component/Service issuances address CTO use.

3. Failure to Follow Regulations/Issuances. A command/unit is expected to take appropriate:
 - a. Disciplinary action when a traveler and/or an AO fails to follow the regulation issuances concerning CTO use (par. T4005).
 - b. Action for reimbursement to the Gov't when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a _CA airfare available that meets mission needs. (CBCA 1511-TRAV, 7 May 2009.)
 - c. Disciplinary action for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (member), or other personnel means (employee). Action must *not* be through refusal to reimburse (par. T4025-A4 when reimbursement is *not* allowed.)
4. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the JTR for foreign flag carriers (par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following in priority order:
 - a. DTS. Travelers will use the Reservations Module to make commercial lodging and transportation arrangements.
 - b. Services available at a DTMO contracted CTO (or GSA contracted TMC in the absence of a DTMO contracted CTO), or
 - c. In house travel offices.

NOTE: Travelers, ordered to execute long-term TDY on a flat rate per diem basis IAW par. 4250, who cannot make long-term lodging arrangements individually shall contact the CTO to find adequate lodgings within the parameters of par. 4250.

2. All travel arrangements must be made IAW:
 - a. [DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007](#); and
 - b. Service issuances.

C. Foreign Ship or Aircraft Transportation. Transportation in foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see par. 3525-H).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation and/or lodging cost is limited to the amount the Gov't would have paid if the arrangements had been made directly through a CTO ([CBCA 2956-TRAV, 31 January 2013](#)).
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY CONSTRUCTED AIRFARE (App A1) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

*3. Transaction Fee Reimbursement. When an available CTO is not used, the transaction fee for personally procured transportation or lodging from other than a CTO may not be reimbursed. When a CTO is not available, the transaction fee incurred for arranging transportation and/or lodging is a Reimbursable Expense (see App G).

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by a transportation specific mode (e.g., Gov't or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost. No other costs are added to the computation.*

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, Gov't policies, agreements and contracted rates using U.S. flag carriers and economy/coach accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city pair flights, or to arrange non U.S. flag carriers, or business (but not first) class accommodations (see par. 4415-**NOTE 1**) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in pars. 3510, and 3620 (trains only), may authorize/approve business or first class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized rental vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. *It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per par. 2400, when the CTO is available. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.* When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW App G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie down fees, and transportation to/from the rental facility.
2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.
3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). *Reimbursement for purchase of snow tire and other non-standard items is not authorized.*
4. Mandatory rental car insurance coverage required in foreign countries.
5. An approved claim for damage to a rental vehicle, while the rental vehicle is being used for official business, is reimbursable to either the traveler or the rental car vendor and shown as a reimbursable expense. The claim must be adjudicated as payable per the DoD FMR, Volume 9, Ch 4, (<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service issuances for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website <http://www.defensetravel.dod.mil/Rental/>. When the AO has not authorized/approved special conveyance use, reimbursement for rental car use is limited to the POC mileage rate in par. 2600 for the official distance NTE the Gov't's constructed cost. See par. 4710-C.

NOTE 1: *A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented [CBCA 2956-TRAV, 31 January 2013](#).*

NOTE 2: *Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.*

NOTE 3: *Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Gov't when rented for official Gov't travel. To view appropriate rental car companies and rates go to the DTMO website (<http://www.defensetravel.dod.mil>) and select Car/Truck Rental Programs in the left hand*

column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle “in that category”, does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Gov’t, and should not be rented for official Gov’t travel. Usually, there is at least one vendor listed that has a vehicle available for official Gov’t travel and this vendor should be used.

D. Gov’t Transportation

1. The TO arranges international Gov’t airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Gov’t ground transportation. (Within the Navy, GOVs are obtained directly from the providers, ordinarily Public Works.) Use Gov’t transportation only for official business to commute to/from the traveler’s: TDY location, lodgings, dining facilities, and other locations for comfort and health reasons. If it is used for any other purpose, and the traveler has an accident, the traveler may be financially responsible. Use Gov’t servicing for the vehicle whenever possible. When Gov’t servicing is not available, the AO may authorize/approve reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. POC. When the AO authorizes/approves a POC as being to the Gov’t’s advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s) as appropriate. Reimbursement is authorized for parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route. If the AO does not authorize/approve POC use as being to the Gov’t’s advantage and one is used anyway, reimbursement is authorized at the standard rate per mile NTE the constructed cost of AO authorized transportation (e.g., commercial plane). ***Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*** See par. 4710-C. In either case (to the Gov’t’s advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for members. For distance determination (DTOD requirements), see par. 2650-A. ***NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the Gov’t’s advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less roundtrip (400 miles one way) at its discretion.***

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable night hours. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers and plane changes, exceeds 14 hours, and the traveler is not authorized first/business class accommodations, the AO may authorize/approve a rest stop en route or a rest period at the TDY location before reporting for duty ([CBCA 3211-TRAV, 30 July 2013](#)). ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business class accommodations at Gov’t expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized/approved, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, Gov’t, or POC used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times.

For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Gov't/Gov't procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV (other than Gov't/Gov't procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Long-Term TDY. A traveler on long-term TDY (other than deployment), for a continuous period of more than three weeks, may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the traveler commutes daily to the PDS, on weekends or other non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the roundtrip transportation and en route per diem is authorized, but limited to the amount of per diem the Gov't would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city pair airfare (YCA), not the capacity controlled city pair airfare (_CA), if both are available. If a city pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy constructed airfare (see App A1). **No other costs are added to the computation.** See par. 4710-C. City pair (YCA) airfare transportation is presumed available if there is a city pair between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals see pars. 3310, 3315-A, 3320-B, Ch 3, Part D, NOTE, and 4780.

T4040 LIVING EXPENSES (PER DIEM)

The Lodging Plus computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel related reimbursable expenses (App G) if the AO authorizes/approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

- a. The cost estimate for lodging should include tax.
- b. Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Gov't Qtrs availability (e.g., using Service/Agency procedures) at (**not near**) the U.S. Installation to which assigned TDY.
- c. Gov't Qtrs availability/non-availability must be documented as in par. 2570-A.
- d. If a member uses other lodgings as a personal choice, lodging reimbursement is NTE the Gov't Qtrs cost on the U.S Installation to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).
- e. The member is not required to check for Gov't Qtrs availability when TDY to a foreign installation unless directed by competent authority in the orders.

2. Per diem cannot be limited based on the presence of 'nearby' Gov't Qtrs (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility or elsewhere). The non-availability indicated in par. 2570-A is required only for Gov't Qtrs 'on' the U.S. Installation at which the member is assigned TDY.

NOTE: The member is not required to seek (or check for) Gov't Qtrs when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking Qtrs availability is a onetime requirement at a TDY U.S. Installation. (***Example:*** A member who is required to check Qtrs availability at a U.S. Installation, does so, and documents non-availability cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period) IAW par. 2570-A.

3. Employee

- a. Except when TDY to an Integrated Lodging Program Pilot location, IAW par. 1265, an employee may not be ordered/required to use Gov't Qtrs, nor may the lodging reimbursement be limited to the Gov't Qtrs cost.
- b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for Gov't Qtrs availability, and is encouraged to use those Qtrs when TDY to a U.S. Installation.
- c. The proper authority under par. 4095-C may prescribe a reduced per diem rate based on the Gov't Qtrs cost and other considerations.
- d. Reduced per diem rates can be established only before travel begins.
- e. The head of a DoD Component (App A1) concerned may authorize zero per diem or a per diem rate (<http://www.defensetravel.dod.mil/site/perdiem.cfm>) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD Component's headquarters, and may not be re-delegated.
- f. In the absence of a reduced or no per diem authority on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.
- g. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable. Effective 1 October 2014.***

4. Commercial Lodging Reimbursement

- a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.
- b. If only lodgings that cost more than the published maximum rate are available, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of \$122 (\$76/ \$46). The AO could authorize up to \$320 for lodging (300% x \$122 = \$366 - \$46 (for M&IE) = \$320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.
- c. Under special or unusual circumstances a member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** ([47 Comp. Gen. 127 \(1967\)](#)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for ***only a member***. See par. 4335. The traveler is personally financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.
NOTE 1: Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging expense except when MALT Plus per diem for POC travel is paid to a member. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in CONUS and in a non-foreign OCONUS area does not include lodging tax.

NOTE 2: Tax paid on lodging at a foreign area is not separately reimbursable. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.

NOTE 3: The TDY locality per diem rate is used for computation. However, if neither Gov't Qtrs nor commercial lodging is available at the TDY location and lodging must be obtained in an adjacent locality at which the locality rate is higher, the AO may authorize/approve the higher locality per diem rate for the lodging facility location.

d. Long-Term TDY Flat Rate Per Diem. See JTR par. 4250.

5. Lodging with a Friend or Relative

a. Applicable to a Member. ***Reimbursement of lodging cost is not authorized when staying with a friend or relative.*** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

b. Applicable to an Employee. When a traveler lodges with a friend or relative, with or without charge, the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler, if the traveler can substantiate the costs, and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** GSBCA 16836-RELO, 5 June 2006. A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: ***If the friend or relative is in the business of renting on a regular basis the lodgings involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply.*** GSBCA 14398-TRAV, 24 Feb 1998.

NOTE 2: ***Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence.*** GSBCA 15600-TRAV, 7 March 2002.

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

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible (for long-term TDY (over 30 days) see JTR, par. 4250). When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. Follow Service/Agency procedures for making lodging arrangements.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

b. Allowable Expenses When a Residence is Purchased and Used for TDY Lodging:

Employees – IAW FTR §301-11.12(b) dated 14 October 2011, reimbursement for any lodging expense under this paragraph is not allowed. Also see pars. 4160-A and 4165-B.

Members – reimbursement for mortgage interest and property taxes under this paragraph is not allowed under orders issued on/after 1 January 2012. ***Effective 10 January 2012 utilities on a dwelling purchased on/after 1 January 2012 (including a recreational vehicle) may not be reimbursed.*** For members under orders that were issued before 1 January 2012 who purchased a dwelling before 1 January 2012, reimbursement may be claimed until the order expires to include all extensions to the existing order, limited to the following conditions:

Allowable expenses are the monthly:

- (1) Mortgage interest;
- (2) Property tax; and
- (3) Utility costs actually incurred (does not include any installation and hook up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges, not to include entertainment utilities (e.g., cable, TV, telephone).

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. ([57 Comp. Gen. 147 \(1977\)](#)). ***In no case may the total lodging per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (see Ch 4, Part C) is authorized/approved. Par. 4155 does not apply when the residence is purchased.***

NOTE: *A traveler who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. GSCA 16699-TRAV, 17 August 2005.*

7. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (**B-254626, 17 February 1994**).

8. Online Booking Tool. Although savings may be realized through online booking agents, the traveler should follow Service/Agency procedures for making lodging reservations, or (if permitted by Service/Agency procedures) reserve a room directly with the hotel/chain. **Lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room cost from the hotel or online booking agent showing the following charges (CBCA 2431-TRAV, 13 September 2011):**

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

9. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

| <u>Example</u> | |
|--|--------------------------|
| 1 Sep | Depart PDS |
| 1 Sep | Arrive TDY A (\$50 M&IE) |
| 10 Sep | Depart TDY A |
| 10 Sep | Arrive TDY B (\$60 M&IE) |
| 10 Sep | Depart TDY B |
| 10 Sep | Arrive PDS |
| Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep | |

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless for members, the AO specifies one of two other meal rates based on Gov't dining facility/mess availability. The two rates are either the GMR when all meals on a given day are available or the PMR when at least one meal a day is available. (IE are added to the GMR or PMR.) A Gov't dining facility/mess is available only if: Gov't Qtrs on a U.S. Installation are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. A Gov't dining facility/mess is not available on interim travel days. When actual dining facility/mess availability differs from the pre-trip information, the AO may authorize/approve a higher rate (e.g., from PMR plus IE to the locality M&IE rate). **The meal rate established cannot be reduced after the fact except for a free meal as described in par. T4040-A9c below.**

NOTE: In circumstances in which adequate Gov't Qtrs are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the Gov't Qtrs are not available and authorized the locality meal rate instead of the GMR/PMR and \$5 (in CONUS) or the locality IE rate OCONUS (unless the \$3.50 IE rate is authorized for incidental expenses under par. T4040-A9). Just because the Qtrs are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical Qtrs 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the Gov't purchases at least one or two meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The Gov't should not pay for the same meal twice (originally by registration fee, etc., and again through per diem). A meal that is provided to the traveler for which the Gov't pays nothing does not affect

per diem. A meal served on a common carrier is not "purchased by the Gov't." The traveler must indicate on the Trip Record how many meals were purchased by the Gov't and for which dates.

NOTE 1: If all three meals are provided, only the IE for that day is payable.

NOTE 2: 'Light refreshments' (including a continental breakfast) are a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast - 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal.

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. See pars. 4210 and 4205-B5 when a charge for meals is added to the lodging cost.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is \$5 in CONUS and either the locality IE rate or \$3.50 OCONUS for all full stationary (non-travel) TDY days. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

10. Incidental Expenses (IE)

a. General.

(1) The traveler is paid an IE allowance, for things such as the cost of tips and laundry (in some instances), incurred while in a travel status. This is the IE part of the M&IE.

(2) The daily IE in CONUS is \$5.

(3) The OCONUS daily IE is the rate for the applicable per diem locality, or \$3.50 when the traveler is TDY to a U.S. Installation and Gov't Qtrs on that U.S. Installation are available for a member or used by an employee. ***The \$3.50 IE rate does not apply on any day the traveler is traveling.***

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

(a) Adequate when the traveler is not lodged on a U.S. Installation, or

(b) Not adequate when the traveler is lodged on a U.S. Installation and authorize the locality IE rate.

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

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Gov't Qtrs use by a member is directed and if one of the two M&IE rates based on Gov't dining facility/mess availability is appropriate. ***Gov't Qtrs use may not be directed for an employee. See par. T4040-A3.***

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires Gov't dining facility/mess use. When EUM applies, a member receives the IE amount; an employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A4b if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and an employee pays the food cost and operating expense. An employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; an employee also pays for food. An employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or COCOM Commander or JTF commander for a joint deployment, determines that Gov't dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. An employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The COCOM or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the COCOM or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the COCOM Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The COCOM or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Gov't meals are not available). The COCOM or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders. In the absence of a COCOM/JTF commander determination, regular TDY in par. T4040-C6 applies (See regular TDY definition in par. 4600-F).***

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since Gov't Qtrs and dining facility/mess are provided. An employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by Gov't ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Gov't meals. The AO may establish a per diem allowance equal to the daily expenses.

c. ***Employee Only.*** In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of Qtrs on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

5. Long Term TDY (Over 30 Days). See JTR, par. 4250.

6. COCOM/Joint Task Force Operations TDY Options

| TDY OPTION | SUBSISTENCE | PER DIEM | REMARKS |
|--|--|------------------|---|
| <u>Subsist Ashore</u> | | | |
| Regular TDY | Commercial Lodging and Commercial Meals | Lodging and M&IE | Traveler Pays for Lodging and Meals |
| | Gov't Qtrs and Gov't Meals – Permanent U.S. Installation | Lodging and M&IE | Traveler Pays for Lodging and Gov't Meals at the Full GMR <u>1</u> |
| | Gov't Qtrs and Gov't Meals – Temporary Gov't. Installation or Temporary Dining Facilities/Mess Established for COCOM/JTF Operation | Lodging and M&IE | Traveler Pays for Lodging and for Gov't Meals at Discount GMR <u>2</u> |
| | Gov't Qtrs and Commercial Meals | Lodging and M&IE | Traveler Pays for Lodging and Meals |
| | Commercial Lodging and Gov't Meals (In AOR only) | Lodging and M&IE | Traveler Pays for Lodging and Gov't Meals at the Full GMR |
| EUM | Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes | IE | Employee Pays for Gov't Meals at the Discount GMR <u>Employees Only</u> |
| Field Duty | Gov't Qtrs and M&IE Provided | None | Employee Pays for Gov't Meals at the Discount GMR <u>Employees Only</u> |
| <u>Subsist Aboard U.S. Gov't Ship 3</u> | | | |
| TDY | Gov't Qtrs and Gov't Meals | None | Employee Pays for Meals <u>4</u> <u>Employees Only</u> |

FOOTNOTES:

1 Full GMR = Food costs plus operating expenses.

2 Discount GMR = Food costs only.

3 Deployed traveler who is ordered to subsist ashore (see "Subsist Ashore" (above table) for order type and payment guidelines.)

4 See par. 4110, item 8 when an employee is required to pay for meals aboard a Gov't vessel.

NOTE: For BAS DoD FMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
 - b. If travel is in the local area (see par. 2800) around the PDS, a GOV, public transportation paid for by the command, or a POC may be used.
 - c. See par. 4780 for travel to/from a transportation terminal.
 - d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
 - e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
 - f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
 - g. Commercial transportation expense reimbursement is authorized/approved *only* if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
 - h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
 - i. For distance determination see, par. 2650-A (DTOD requirements).
2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a member spends more than the cost of normal meal arrangements during travel outside the PDS limits. *See par. 4230 for occasional meals authority.*

NOTE: Mission related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Reimbursable Expenses. See App G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.
2. GOV /special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,

- d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort.
3. If a GOV/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
 4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
 5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))

A. **General.** Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return to primary residence. See par. 7650 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active duty for training tours of 140 or more days at one location (except as noted in par. 2240), and active duty for other than training for more than 180 days at one location (except as noted in par. T4045-E4).

B. **Inactive Duty Training.** An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's primary residence and the location at which the member normally performs "drill" (e.g., the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the **Assigned Unit** is an RC member's designated post of duty and the **TDY Station** is an alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or primary residence.

1. **Travel from Primary Residence to Assigned Unit or Alternate Site in Local Commuting Area.** There is no authority for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between primary residence and an alternate site, the member is paid mileage for the distance that exceeds the distance from primary residence to the assigned unit.
2. **Travel from Primary Residence/Assigned Unit or Other Location to TDY Station.** The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.
3. **Travel from a Location Other than Primary Residence/Assigned Unit to an Alternate Site within the Local Commuting Area.** There is no authority for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from primary residence to assigned unit.

C. **Travel for AT.** For AT travel, a member is authorized payment for 1 round trip between primary residence and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize roundtrip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both Gov't Qtrs and Gov't dining facility/mess are available; however, the member is authorized reimbursement for the Gov't Qtrs cost. If Gov't Qtrs and/or Gov't dining facility/mess are not available, per diem is payable under par. T4040-A;
2. An RC member on active duty without pay;
3. A newly enlisted member undergoing training when both Gov't Qtrs and dining facility/mess are available;
4. A Public Health Service officer called to active duty for COSTEP;
5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the primary residence city limits;
6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. 2800) of the assigned unit or primary residence. If required to occupy transient Gov't housing, reimbursement for actual lodging cost is authorized;
7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks.;
3. ADT (other than schoolhouse) for fewer than 140 days or active duty for other than training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;
4. Active duty for other than training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's primary residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

G. Inactive Duty Training outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. 2800, but not less than 150 miles one way, by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. T4045-G2.

1. Eligible Member. A Ready Reserve Select Reserve member (*and not just any* RC member) must be:
 - a. Qualified in a skill designated as critically short by the Service Secretary;
 - b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's

RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. **Reimbursement.** The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip (37 USC §478a(c)).*

a. **Transportation.** When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, the Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

b. **Lodging and Meals.** The actual cost of the member’s lodging (including tax (**NOTE**), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality **per diem rate**.

NOTE 1: Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging reimbursement. The locality **per diem rate** lodging ceiling (in CONUS and in a non-foreign OCONUS area does not include lodging tax.

NOTE 2: Tax paid on lodging at a foreign area is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

| ACTIVE DUTY WITH PAY | | |
|--|--|--|
| 1 | | |
| Situation 2 | Transportation 3, 4 | Per Diem |
| Annual Training (AT) 5 | Par. T4030 applies. | Not authorized if Gov’t Qtrs & dining facility/mess available; otherwise par. T4040 applies. 6, 7 |
| PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP). | Par. T4030 applies. | Not authorized. 6, 7 |
| Pipeline Student--newly enlisted member undergoing training. | Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030. | Not authorized if Gov’t Qtrs & dining facility/mess available. |
| Member commutes or AO determines member can commute. | See par. T4030-E applies for one roundtrip only provided the place of active duty is outside primary residence town/city limits. | Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside primary residence town/city limits. |
| ADT for fewer than 140 days/active duty for other than training for 180 or fewer days at one location. | Par. T4030 applies. | Par. T4040 applies. |
| Active duty for other than training, required by unusual or emergency | Par. T4030 applies if the Secretarial Process authorizes per diem; | Par. T4040 applies if the Secretarial Process authorizes per diem; |

| ACTIVE DUTY WITH PAY | | |
|--|--------------------------|--------------------------|
| 1 | | |
| Situation 2 | Transportation 3, 4 | Per Diem |
| circumstances or Service exigencies, for more than 180 days. | otherwise, Ch 5 applies. | otherwise, Ch 5 applies. |

2. Table 2 - Active Duty without Pay

| ACTIVE DUTY WITHOUT PAY | | |
|-------------------------------------|--|---|
| Situation 2 | Transportation 3, 4 | Per Diem |
| Others performing duty without pay. | Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member. | Not authorized except occasional meals and/or Qtrs may be authorized/ approved (par. T4040-C) for travel days only 8. |

FOOTNOTES
(Tables 1 and 2)

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to primary residence or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see par. 7665).

2/ Except as noted in par. 2240.

3/ No travel and transportation allowances are authorized if place of duty and primary residence are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from primary residence to duty - only one roundtrip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Gov't Qtrs for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

| INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1, 2, 3 | | |
|---|--|---------------------|
| Situation | Transportation | Per Diem |
| Travel from primary residence to Assigned Unit or alternate site in local commuting area of the member’s assigned unit or primary residence. 4 | May be authorized reimbursement under par. T4040-F. When the member travels between primary residence and an alternate site, the member is paid mileage for the distance that exceeds the distance from primary residence to the assigned unit. | Not authorized. |
| Travel from primary residence/assigned unit to TDY Station. | Par. T4030 applies limited to travel cost from the assigned unit. | Par. T4040 applies. |
| Travel from a location other than primary residence/assigned unit to TDY Station. | Par. T4030 applies limited to travel cost from the assigned unit. | Par. T4040 applies. |
| Travel from a location other than primary residence/assigned unit to alternate site within the local commuting area. | The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from primary residence to assigned unit. | Not authorized. |
| RC Standby Reserve member voluntarily performing without pay. | Not authorized. | Not authorized. |
| <i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i> | | |

**FOOTNOTES
(Table 3)**

- 1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or primary residence for par. T4045.
- 3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Gov’t housing may be reimbursed the actual cost incurred for service charges/lodging.
- 4/ See par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member’s normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

- 1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.
- 2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler’s convenience (for example, using a

car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

4. Travel Packet. The CTO updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Gov't transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. See par. T4040-A8 for a *'hotel' receipt from an online booking agent*.

C. After the Traveler Returns

1. Completing the Expense Report. The receipts (lodging, and individual expenses of \$75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

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

5. Lost/Stolen/Unused Paper Tickets. See, par. 2715-A. The traveler:

- a. *Must safeguard issued paper tickets, carefully at all times;*
- b. Must immediately report a lost/stolen paper ticket to the issuing CTO;
- c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;
- d. Must not be reimbursed for the purchase of a replacement ticket until the Gov't has received a refund for the lost/stolen paper ticket;
- e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the Gov't is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. **NOTE: SF 1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service issuances, ICW turning in unused tickets.**

T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JTR. For an employee, the AO must determine the travel purpose (see App H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using Gov't negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.
2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.
3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.
4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JTR.

B. What's Allowable and Not Allowable

1. Transportation

- a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.
- b. Options on city pair flight use. App P. **Regulations applicable to the Contract city pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2.**
2. Authorizing Business class Transportation Accommodations. Only the officials listed in pars. 3510-A and 3620 (trains only) may authorize/approve business class accommodations use (two star level or civilian equivalent). Examples of reasons for use of business class accommodations are found in par. 3520-C, and must be recorded on the Trip Record.
 - a. If business class seating is provided at Gov't expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Gov't expense.
 - b. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.
 - c. The 14 hour rule only (see par. 3520-C11a) applies en route to the TDY site. On a return trip to the PDS, authority for business class transportation should not be provided.
 - d. When use of business class accommodations is authorized/approved, use of business class airfares provided under the Contract City Pair Program is mandatory.
 - e. When scheduling flights of 14 or more hours, the first choice is always to use economy/coach and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach and arrange an en route rest stop (preferably at a no cost point allowed by the airline) with arrival on

the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.

f. 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, and PHS), an employee, or their dependents. A member, an employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

3. Using U.S. Flag Carriers. Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the Gov't funds the air travel (49 USC §40118 and [B-138942, 31 March 1981](#)). See par. 3525-D. *U.S. flag carriers are not "available"* if:

- a. Use of a U.S. flag air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S. flag air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non U.S. flag air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non U.S. flag air carrier is three hours or less and travel by a U.S. flag air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S. flag air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S. flag air carrier while less than first class accommodations are available on a non U.S. flag air carrier; or
- g. Air transportation on a non U.S. flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)); **NOTE: *The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.***

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

NOTE 2: *When using code share flights involving U.S. flag air carriers and non U.S. flag air carriers, the ticket must be issued through the U.S. flag air carrier. If the ticket is issued through the non U.S. flag air carrier is used on the ticket, the ticket is considered to be a non U.S. flag air carrier and a non-availability of U.S. flag air carrier document is needed.*

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **Contract fare travel must never be used for personal travel. See App P, Part 2, par. E.** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Gov't. For an

employee, par. 4020-B applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. Lodging Arrangements. The AO should approve lodging arrangements arranged IAW Service/Agency procedures to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger rental car is justified IAW par. 3330-C1.

7. Authorized Trips Home during Long-Term Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For an employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY

a. Communication service expenses, including cell phone use, ICW official travel, are mission related expenses and are ***not reimbursable***.

b. Gov't owned/leased services should be used for official communications.

c. See Ch 2, Part M.

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of UB for an employee (par. 4580), or a small amount of HHG for a member (par. 4500) to the TDY location. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage for a member may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in Ch 4, Part E.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no Gov't dining facility/mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JTR Introduction under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A13e for more on reduced per diem for employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Gov't property when authorizing per diem is the only method to handle the situation; and,
- b. To a member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See par. 7815, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a COCOM, authorizes an extension. See JTR Introduction for the Service points of contact. ***An employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a member (except as noted in par. 2240).
- b. For an RC member, if ADT is fewer than 140 days, or fewer than 181 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active duty for other than training at one location, travel and transportation allowances are payable under Ch 5, as for PCS for an RC member unless the call to active duty for other than training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW Ch 4 Part K. Private vehicle mileage is reimbursed under par. 5006.

20. Temporary Change of Station (TCS). Instead of authorizing long-term TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See Ch 5, Part B13.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither Gov't Qtrs nor commercial lodging is available. This applies only when the locality per diem rate for the lodging facility location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Must, Shall, Should, May, Can, Will. See **Helping Verb Forms** in App A1.

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