JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 NOVEMBER 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 23-16(R) -- Secretarial Process Home of Record (HOR) Authority. Allows the Secretarial Process to authorize travel and transportation allowances to a designated Selected reserve unit (location) vice the authorized HOR/PLEAD at Government expense when separating members sign a contract to join a Selected Reserve unit. Affects par. 5066-G.

MAP/CAP 127-16(I) -- Replace Commercial Travel Office (CTO) with the term Travel Management Company (TMC). Replaces 'Commercial Travel Office (CTO)' with 'Travel Management Company (TMC)' throughout the Joint Travel Regulations. Although GSA currently refers to a TMC as a "Travel Management Center," this change will align the JTR language with current industry and other Federal Agencies. Affects pars. 1 TOC, 1015-C2k, 1055-B, 1265-D2, 1265-F2b, 1265-H, 1265-I, 2 TOC, 2160, 2400, 2405, 2415, 2420, 2515, 2560-A1, 2580, 2715, 2830, 3 TOC, 3000-B, 3020-A5, 3045, 3200, 3210-D2, 3330-B, 3330-E, 3330-J, 3500-B, 4130-A, 4155, 4250-B3, 4400-A, 5014-A, 5020-A, 5134-E1b, 5528-A, 5882-B1, 7000-J4, 7005-E4, 7010-A4, 7020-G1, 7025-F4, 7030-C3, 7030-C4, 7035-B, 7060-F1a, 7060-F1b, 7065-E3, 7070-D2, 7155-E8, 7155-E9, 7205-D1, 7295-D2, 7310, 7315-B, 7322-E2, 7350-C1, 7800-F2; and Appendices A1, A2, E2, G, H2A, H3C, H2A, H3C, I2, I3, I4, O (T4020-B, T4025, T4030, T4040-D, T4050, T4060), P1 and P2.

CAP 131-16(I) -- Par. 5662-B2 Cross Reference Correction. Corrects cross reference in par. 5662-B2.

MAP 133-16(I) -- Clarify Footnote 1 in Table 10E-12. Clarifies not being authorized BAH/OHA if assigned adequate Gov't Qtrs applies to a member without dependents as well as a member with dependents. Affects par. 10416-F, and Table 10E-12, footnote 1.

MAP 134-16(I) – Update References. This item updates erroneous references pertaining to an accompanying dependent who is not an attendant or escort for a member and an attendant or escort for an employee. Affects pars. 7105-M and 7110-B3.

MAP/CAP 138-16(I) -- Government Dining Facility. Removes 'Mess' from the term 'Government Dining Facility/Mess' throughout JTR as the term 'Mess' is in the definition of Government Dining Facility. Affects pars. 1265-D, 4 TOC, 4050-A15, 4050-A18, 4090-F2a, 4090-F3, 4090-K1, 4090-M, 4105-C, 4105-C, 4110-D1, 4200-B1, 4200-C, 4200-D, 4205-A4b, 4210-A, 4210-B1, 4210-B2, 4230-A3i, 4235-A, 4235-B, 4235-C, 4235-D, 4240-A, 4250-B1, 4280-D1b, 4280-D1c, 4280-D2c, 4280-D2d, 4290-D, 4290-D, 4400-E2, 4600-F3, 4605-C1c, 4605-D1a, 4605-D2ba, 4605-E, 4697-D3, 6 TOC, 6025-B1, 6095-B1, 6590-H, 7355-B3, 7355-C1, 7355-E2b, 7355-F2d, 7375-B7, 7375-C2, 7405-A, 7650-B1, 9 TOC, 9000-E, 9115-A, 9115-B, 9120, 9125-1, 9130-A, 9155-D, T4010, T4040-A9b, T4040-B, T4040-C2, T4040-C4, T4040-C6, T4045-D, T4045-H1, T4060-B12, Table 7K-1, and App A1.

MAP/CAP 139-16(I) -- Tour Length Change for Turkey. Changes the tour length for Turkey to a 12-month unaccompanied tour for both military and civilian personnel except those assigned under Chief of Mission (COM) authority or under one of the Security Cooperation Organizations (SCOs). There are exceptions on a case-by-case basis for civilian employees at Incirlik and civilian employees and uniformed members in Ankara, until completion of tour but not later than 31 August 2017. Affects App Q1 and Q3.

MAP/CAP 144-16(I) -- Remove "Mess" and "Messing". Removes the terms "mess" and "messing" and replaces them with the term "dining facility". Affects Ch 5, TOC; pars. 5026-B and 7650-D; and App A1.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 NOVEMBER 2016

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

JTR	11-16	10-16	09-16	08-16	07-16	06-16	05-16	04-16	03-16
Title Page	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Cover Letter	11-16	10-16	09-16	08-16	07-16	06-16	05-16	04-16	03-16
Record of Changes	11-16	10-16	09-16	08-16	07-16	06-16	05-16	04-16	03-16
Introduction	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15
Table of Contents	12-15	12-15	12-15	12-15	12-15	12-15	12-15	12-15	12-15
Chapter 1									
TOC	11-16	09-16	09-16	07-16	07-16	06-16	09-15	09-15	09-15
Part A	11-16	10-16	09-16	06-16	06-16	06-16	05-16	11-15	11-15
Part B	09-16	09-16	09-16	06-16	06-16	06-16	11-15	11-15	11-15
Part C	11-16	10-16	07-16	07-16	07-16	06-16	05-16	03-16	03-16
Part D	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Chapter 2									
TOC	11-16	10-16	06-16	06-16	06-16	06-16	05-16	11-15	11-15
Part A	10-16	10-16	06-16	06-16	06-16	06-16	05-16	11-15	11-15
Part B	11-16	07-16	07-16	07-16	07-16	05-16	05-16	11-15	11-15
Part C	06-16	06-16	06-16	06-16	06-16	06-16	03-16	03-16	03-16
Part D	10-16	10-16	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part F	11-16	10-16	08-16	08-16	02-16	02-16	02-16	02-16	02-16
Part G	11-16	06-16	06-16	06-16	06-16	06-16	02-15	02-15	02-15
Part H1	11-16	11-15	11-15	11-15	11-15	11-15	11-15	11-15	11-15
Part H2	11-16	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part I	10-16	10-16	06-16	06-16	06-16	06-16	02-16	02-16	02-16
Part J	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part K	11-16	05-16	05-16	05-16	05-16	05-16	05-16	11-15	11-15
Part L	09-16	09-16	09-16	06-16	06-16	06-16	05-16	11-15	11-15
Part M	11-16	10-16	09-16	08-16	07-16	06-16	05-16	04-16	03-16
Chapter 3									
TOC	11-16	10-16	09-16	03-16	03-16	03-16	03-16	03-16	03-16
Part A1	11-16	10-16	09-16	08-15	08-15	08-15	08-15	08-15	08-15
Part A2	11-16	10-16	08-16	08-16	08-15	08-15	08-15	08-15	08-15
Part B	09-16	09-16	09-16	06-16	06-16	06-16	05-16	12-15	12-15
Part C	11-16	10-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part D	11-16	05-16	05-16	05-16	05-16	05-16	05-16	03-16	03-16
Part E	10-16	10-16	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F	11-16	10-16	09-16	07-16	07-16	06-16	02-16	02-16	02-16
Part G	10-16	10-16	07-16	07-16	07-16	01-15	01-15	01-15	01-15
Part H	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part I	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16
Chapter 4									
TOC	11-16	10-16	07-16	07-16	07-16	06-16	03-16	03-16	03-16

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

JTR	11-16	10-16	09-16	08-16	07-16	06-16	05-16	04-16	03-16
Part B2c	08-16	08-16	08-16	08-16	06-16	06-16	09-15	09-15	09-15
Part B3a	07-16	07-16	07-16	07-16	07-16	05-16	05-16	08-15	08-15
Part B3b	10-16	10-16	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part B3c	05-16	05-16	05-16	05-16	05-16	05-16	05-16	07-15	07-15
Part B4	10-16	10-16	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part B5a	05-16	05-16	05-16	05-16	05-16	05-16	05-16	09-15	09-15
Part B5b	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B5c	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B5d	11-16	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B5e	05-16	05-16	05-16	05-16	05-16	05-16	05-16	02-16	02-16
Part B5f	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5h	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part B6a	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part B6b	05-16	05-16	05-16	05-16	05-16	05-16	05-16	04-16	09-15
Part B6c	05-16	05-16	05-16	05-16	05-16	05-16	05-16	03-15	03-15
Part B7	05-16	05-16	05-16	05-16	05-16	05-16	05-16	07-15	07-15
Part B8	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15
Part B9a	09-16	09-16	09-16	06-16	06-16	06-16	05-16	07-15	07-15
Part B9b	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B9c	10-16	10-16	06-16	06-16	06-16	06-16	03-16	03-16	03-16
Part B9d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B10	10-16	10-16	09-16	07-15	07-15	07-15	07-15	07-15	07-15
Part B11a	06-16	06-16	06-16	06-16	06-16	06-16	01-15	01-15	01-15
Part B11b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11c	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14
Part B11d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11e	06-16	06-16	06-16	06-16	06-16	06-16	05-16	03-15	03-15
Part B12	11-16	10-16	09-15	09-15	09-15	09-15	09-15	09-15	09-15
Part B13	06-16	06-16	06-16	06-16	06-16	06-16	07-15	07-15	07-15
Part B14a	08-16	08-16	08-16	08-16	06-16	06-16	07-15	07-15	07-15
Part B14b	06-16	06-16	06-16	06-16	06-16	06-16	10-14	10-14	10-14
Part B14c	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part B15a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B16	06-16	06-16	06-16	06-16	06-16	06-16	10-14	10-14	10-14
Chapter 6									
TOC	11-16	10-15	10-15	10-15	10-15	10-15	10-15	10-15	10-15
Part A1a	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15	01-15
Part A1b	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part A1c	11-16	06-16	06-16	06-16	06-16	06-16	04-15	04-15	04-15
Part A1d	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A1e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1f	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15	02-15
Part A2a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2b	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A2c	11-16	06-16	06-16	06-16	06-16	06-16	04-15	04-15	04-15
Part A2d	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A2e	06-16	06-16	06-16	06-16	06-16	06-16	10-14	10-14	10-14
Part A2f	07-16	07-16	07-16	07-16	07-16	10-14	10-14	10-14	10-14

JTR	11-16	10-16	09-16	08-16	07-16	06-16	05-16	04-16	03-16
Part B1	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
Part B3a	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
Part B3c	06-16	06-16	06-16	06-16	06-16	06-16	10-14	10-14	10-14
Part B3d	10-16	10-16	06-16	06-16	06-16	06-16	10-15	10-15	10-15
Part B3e	10-16	10-16	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
Part B5	11-16	06-16	06-16	06-16	06-16	06-16	04-15	04-15	04-15
Chapter 7									
TOC	10-16	10-16	09-16	03-16	03-16	03-16	03-16	03-16	03-16
Part A1	10-16	10-16	06-16	06-16	06-16	06-16	10-14	10-14	10-14
Part A2	06-16	06-16	06-16	06-16	06-16	06-16	11-15	11-15	11-15
Part A3	11-16	07-16	07-16	07-16	07-16	06-16	03-16	03-16	03-16
Part A4	11-16	06-16	06-16	06-16	06-16	06-16	03-16	03-16	03-16
Part A5	11-16	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
Part A7	06-16	06-16	06-16	06-16	06-16	06-16	10-14	10-14	10-14
Part A8	06-16	06-16	06-16	06-16	06-16	06-16	05-16	04-15	04-15
Part A9	11-16	10-16	02-16	02-16	02-16	02-16	02-16	02-16	02-16
Part A10	11-16	10-16	07-15	07-15	07-15	07-15	07-15	07-15	07-15
Part A11	11-16	06-16	06-16	06-16	06-16	06-16	08-15	08-15	08-15
Part B1	07-16	07-16	07-16	07-16	07-16	06-16	10-14	10-14	10-14
Part B2	08-16	08-16	08-16	08-16	07-16	06-16	08-15	08-15	08-15
Part B3	11-16	07-16	07-16	07-16	07-16	01-16	01-16	01-16	01-16
Part B4	11-16	10-16	12-15	12-15	12-15	12-15	12-15	12-15	12-15
Part C1	11-16	09-16	09-16	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
Part D1	10-16	10-16	09-16	07-16	07-16	06-16	08-15	08-15	08-15
Part D2	11-16	08-16	08-16	08-16	06-16	06-16	03-16	03-16	03-16
Part D3	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
Part F1	08-16	08-16	08-16	08-16	03-16	03-16	03-16	03-16	03-16
Part F2	11-16	03-15	03-15	03-15	03-15	03-15	03-15	03-15	03-15
Part G	11-16	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H1	11-16	09-16	09-16	08-16	06-16	06-16	03-16	03-16	03-16
Part H2	11-16	06-16	06-16	06-16	06-16	06-16	03-16	03-16	03-16
Part I	10-16	10-16	03-16	03-16	03-16	03-16	03-16	03-16	03-16
Part J	11-16	12-15	12-15	12-15	12-15	12-15	12-15	12-15	12-15
Part K	11-16	10-16	06-16	06-16	06-16	06-16	05-16	11-15	11-15
Part L1	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
Part M1	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
Part X	11-16	10-16	08-16	08-16	07-16	06-16	02-16	02-16	02-16
Chapter 8									
TOC	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	03-16	03-16	03-16
Chapter 9									
TOC	11-16	10-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16
Part A	11-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16	01-16

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

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

CHAPTER 1: GENERAL

Paragraph **Title/Contents**

PART A: ADMINISTRATION AND GENERAL PROCEDURES

1000 **APPLICATION**
- A. Personnel Covered
- B. Personnel Not Covered
- C. Statutory Regulations
- D. Travel Not Paid for by the Gov't
- E. Separation by Personal Choice (Members Only)
- F. FTR Authority Not Implemented (Employees Only)

1005 **PROHIBITION NOT STATED**
- A. Personnel Covered
- B. Personnel Not Covered

1015 **IMPLEMENTATION**
- A. Regulatory Authority
- B. Allowance Implementation
- C. Administrative Procedures

1020 **SERVICE/AGENCY REGULATION REVIEW PROCESS**
- A. Requirement
- B. Application
- C. Procedure

1025 **EXPENDITURE AUTHORITY**

1030 **DUPLICATE PAYMENT**

1035 **APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS**

1040 **REGULATION CHANGE EFFECTIVE DATE**

1045 **INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS**

1050 **TERMINOLOGY**

1055 **DTS (WITHIN DOD)**
- A. DTS Use Requirement
- B. Reservations Requirement
- C. Mileage Computations within DTS
- D. Authority and Responsibility
- E. DTS Regulations

PART B: (RESERVED)

Paragraph **Title/Contents**

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS
A. Authority
B. Eligibility
C. Funding and Orders

1205 GAIN SHARING PROGRAM

1210 HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS
A. Policy
B. Gov't Responsibility
C. Gov't Requirements
D. Service/Agency Compliance

1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE
A. General
B. Participation
C. Enrollment Fee

1220 RECRUITER RELATED PARKING EXPENSES
A. Application
B. Reimbursement
C. Example
D. Limitations
E. Recruiter Itinerary Stop Parking

1225 FOREIGN MILITARY TRAVEL
A. Authority
B. Defense Personnel of Developing Countries
C. Liaison Officers
D. Foreign Students at Service Academies
E. Foreign Military Sales Related Travel of Foreign Personnel

1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, PART 4
A. Authority
B. Provisions
C. Duplicate Reimbursement
D. Authorized Allowances
E. DIAM 100-1 Request

1237 ASSIGNED TO NATIONAL SECURITY AGENCY (NSA)
A. Authority
B. Duplicate Reimbursement

1240 CHAPLAIN LED PROGRAMS
A. Authority
B. Official Order/ITA
C. Unofficial Attendance

1245 PAY AND ALLOWANCES CONTINUATION PROGRAM

Paragraph **Title/Contents**

1250 **PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION**
A. General
B. Allowances upon Release from Active Duty
C. Allowances upon Return to Active Duty
D. Time Limitation

1255 **DEPARTMENT OF DEFENSE TRAVEL SYSTEM PILOT**
A. Authority
B. Eligibility
C. Scope
D. Reimbursement

1260 **DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)**
A. Policy, Payment and Procedural Guidance
B. Transfer
C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)
D. Lease Penalty Expense

1265 **INTEGRATED LODGING PROGRAM PILOT (ILPP)**
A. Authority
B. Eligibility
C. Scope
D. Requirements
E. Gov't Qtrs Use (Employees Only)
F. Exceptions
G. Lodging Reimbursement
H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP
I. TMC Transaction Fees
J. Selected ILPP Sites and Rates

PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

1300 **RETAINING PROMOTIONAL ITEMS**
A. General
B. Promotional Materials/Benefits
C. Seat Relinquishing
D. Lost, Delayed, or Damaged Accompanied Baggage

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

PART E: COMPUTATION RULES

1400 **GENERAL**

1405 **TDY MILEAGE, MALT, TLA/TLE, AND PER DIEM COMPUTATION**

1410 **AEA AND PMR COMPUTATION**
A. AEA
B. PMR

Paragraph	Title/Contents
1420	**AEA LIMITATIONS**
	A. CONUS
	B. OCONUS

CHAPTER 1: GENERAL

PART A: ADMINISTRATION AND GENERAL PROCEDURES

1000 APPLICATION

A. Personnel Covered

1. Members Only: The JTR applies to:

a. An Active or RC member, without regard to the Service, DoD Agency (e.g., DIA), or other Gov't entity (e.g., DHS, DoS);

b. Dependent(s) of an individual covered by the JTR (unless eligible for separate allowances); and

c. A member on loan, assignment, or detail to another Agency. Except as in par. 1235, or unless otherwise provided for by law (5 USC §5536), a member on loan/assignment/detail to another Agency is authorized JTR allowances, not the allowances of the Agency to which loaned/assigned/ detailed.

2. Employees Only: The JTR applies to:

a. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;

b. Dependent(s) of an employee/individual covered by the JTR (unless eligible for separate Allowances);

c. A civilian official and/or employee of another Gov't department and/or agency who performs an official assignment for and at DoD's expense;

d. A DoD personal services contract employee (27 Comp. Gen. 695 (1948));

e. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, Civilian Marine Personnel Instruction (CMPI) Instruction 4650;

f. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);

g. A National Guard technician employed pursuant to 32 USC §709;

h. A person employed intermittently as a consultant/expert and paid on a 'when actually employed' basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Gov't;

i. A new appointee to the SES, and

j. Certain Presidential appointees.

B. Personnel Not Covered. The JTR does ***not*** apply to:

1. A NAF official and/or employee traveling on NAF business (the JTR may be adopted and interpreted by NAF activities for NAF employees.);

2. A contractor's representative and/or contractor's employee under a contract with DoD;

3. A DoD employee appointed under 22 USC §2385(d); or

4. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD Agency and who is subject to the funding Agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America Act' always applies to DoD personnel).

C. Statutory Regulations

1. Members Only: The JTR:

a. Is the basic statutory Regulation governing a member's:

(1) Travel and transportation at Gov't expense,

(2) Certain OCONUS station allowances (OCONUS COLA, TLA),

(3) Housing allowances (BAH, FSH, and OHA), and

(4) CONUS COLA.

b. Has the force and effect of law and is issued primarily under the authority of 37 USC §481 and 37 USC §1001.

2. Employees Only: The JTR:

a. Implements the basic statutory regulation issued by GSA (FTR), governing an employee's travel and transportation at Gov't expense.

b. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the Gov't

1. General. The JTR addresses allowances paid/reimbursed by the Gov't; and does ***not*** address travel involving no reimbursement by, or expense to, the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

2. Travel at Gov't Expense not Authorized

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

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

E. Members Only: Separation by Personal Choice

1. Public Health Service (PHS) Member. The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, deny a PHS member any/all travel and transportation allowances if the member resigns/ separates, by personal choice:

a. Before completing 2 years of continuous active duty, or

b. Before completing a period of active duty agreed to in writing, or

c. Without adhering to Service policy regarding separation from the Service or release from active duty.

2. National Oceanic And Atmospheric Administration (NOAA) Corps Member. The Secretary of Commerce may, at the Secretary's discretion, deny a NOAA Corps member any/all travel and transportation allowances if the member resigns/separates, by personal choice, before completing 3 years of service from the appointment date in the NOAA Corps.

F. Employees Only: FTR Authority Not Implemented. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

G. Leave Policy

1. Members Only. See DoDI 1327.06, Leave and Liberty Policy and Procedures.

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

1005 PROHIBITION NOT STATED

A. Authority

1. Members Only: The JTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in the JTR.

2. Employees Only: The FTR creates the authority for payment of certain allowances and is implemented in DoD by the JTR.

B. Prohibition. There may be circumstances when travel and transportation allowances are prohibited and are so stated. ***However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (i.e., the philosophy of "It doesn't say I can't therefore I can." does not apply to the JTR).***

1015 IMPLEMENTATION

A. Regulatory Authority. IAW DoDD 5154. 29 the provisions and subsequent changes to the JTR are effective based on PDTATAC regulatory authority.

B. Allowance Implementation. ***The JTR requires no further allowances implementation.***

C. Administrative Procedures. The Services/DoD Agencies (separately or jointly):

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

2. Should issue implementing administrative and/or procedural publications for certain allowances. The listing below should be implemented by Service/DoD Agency regulations. The following list may not be all inclusive:

a. Completion and submission of travel vouchers (Ch 2, Part K);

b. Appropriate authority/approval level for business class air travel (par. 3500);

c. Order endorsements related to foreign flag carrier use (par. 3525-F);

d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. 2030);

e. Procedures and conditions under which advance payments are authorized including those in:

(1) PDT (Ch 5),

(2) Evacuation Allowances (Ch 6),

(3) Recruiting expenses (par. 7625),

(4) TLA IAW par. 9157 (Members Only),

(5) TQSE IAW Ch 5, Part B9 (Employees Only), and

(6) OHA, IAW par. 10028. (Members Only). *NOTE: Advance MIHA is not authorized*.

f. Appropriate separation or retirement activities (pars. 5066-A3 and 5068-A3);

g. Claims for personally procured HHG transportation (par. 5210-D);

h. Traveler financial responsibility (pars. 2000, 2125, 3105-B, 5206-G, 5212-E, 5322-B2, 5336, 5364, 5388, 5416, 5596-B, 5634-B, 5672-A, 5708, 5710-B, 5736, 5742-E2, 5752-E2, and 5846-B);

i. Personal emergency determination (par. 7010-A);

j. Establishing dependency (see App A1 definition of dependent),

*k. TMC use policy (par. 2400);

l. Procedures for extending evacuation safe haven allowances (par. 6095-D2);

m. Transportation of the remains of a deceased member/employee and/or a deceased dependent (Ch 7, Part F);

n. Currency loss/gain procedures for OHA (par. 10028-D) (Members Only);

o. Command sponsorship criteria (see App A1 definition of command sponsored dependent) (Members Only);

p. Family member travel and transportation incident to the repatriation of a member held captive par. 7425) (Members Only);

q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-C) (Members Only); and

r. Dependent escort travel and transportation allowances (par. 5152-F) (Members Only).

1020 SERVICE/DOD AGENCY REGULATION REVIEW PROCESS

A. Requirement. DoDD 5154.29 requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.

B. Application. The review process applies to all DoD Uniformed Services and DoD Agencies. Non-DoD Uniformed Services may submit their written material for review as desired.

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

1. Email: ***dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil***; or

2. Mail:

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

3. Fax: (571) 372-1301 DSN (312) 372-1301

1025 EXPENDITURE AUTHORITY

Nothing in the JTR provides authority for expenditures for purposes not provided for in appropriations and/or in law.

1030 DUPLICATE PAYMENT

1. A duplicate payment is a Gov't payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.

2. ***Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the Gov't.***

3. A non-deductible meal (par. 4210) provided to a traveler in a per diem status is not a duplicate payment.

4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in the JTR.

5. The Improper Payments Information Act of 2002, P. L. 107-300 may apply.

6. For concurrent OHA and LQA payments, see par. 10036.

1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fail to follow these Regulations. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/ written), non-judicial action, or other appropriate personnel means. Disciplinary action must ***not*** be through refusal to reimburse unless no authority exists or is so stated in this regulation.

1040 REGULATION CHANGE EFFECTIVE DATE

A change to the JTR is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

The application of basic laws, appropriation acts, JTR (and FTR for civilian employees), and departmental instructions to specific travel circumstances is subject to interpretation by the OSD GC and DOHA (for members), and CBCA (for a civilian employee). OSD GC, DOHA, CBCA, GSBCA, and GAO decisions provide guidance for similar cases/situations involving the same circumstances and where applicable are referenced. ***Other***

interpretations are strictly advisory in nature.

1050 TERMINOLOGY

The terminology used in the JTR may be unique to the JTR. See App A1 for definitions of terms, and A2 for acronyms. Use the relevant Chapters and Parts, with App A1 to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other Gov't regulations.

1055 DTS (WITHIN DOD)

A. DTS Use Requirement. DoD travelers and AOs must use DTS to process authorizations, orders and vouchers for TDY travel and vouchers for local travel IAW DoDI 5154.31, Vol. 3, DTS Regulations.

*B. Reservations Requirement. Travelers must use DTS to the maximum extent possible to arrange all en route transportation, Gov't Qtrs (where DTS functionality is available), commercial lodging, and rental cars. The TMC should not be contacted directly for reservations unless DTS is unavailable or commercial lodging cannot be arranged within DTS. The TMC must process reservations made in DTS IAW Ch 2, Part F.

C. Mileage Computations in DTS

1. The mileage recorded by DTS, on the date the voucher is approved for payment, is the official mileage for reimbursement.

2. The mileage used in DTS is the DTOD version programmed in DTS at the time of the version release.

D. Authority and Responsibility. When the AO signs an order or voucher that contains an expense that must be specifically authorized/approved, the act of signing the DTS document verifies that the expense is authorized/approved unless the JTR specifically requires additional justification or documentation.

E. DTS Regulations. DoDI 5154.31, Vol. 3, DTS Regulations is the authority for DTS Use.

CHAPTER 1: GENERAL

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.

2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

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

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

1205 GAIN SHARING PROGRAM

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

1210 HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS

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

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

C. Gov't Requirements. Lodgings that meet Gov't requirements are listed on the U.S. Fire Administration's Internet site.

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

1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

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

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

1220 RECRUITER RELATED PARKING EXPENSES

*A. Application. An Army, Navy, Air Force, or Marine Corps member or employee is authorized reimbursement for that portion of the monthly parking expenses in excess of $25, but NTE $200.

B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:

1. As a recruiter for any of the armed forces;

2. At an armed forces military entrance processing facility; or

3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

C. **Example**. Monthly parking expenses of $135 warrant reimbursement of $110 ($135 - $25 = $110) while monthly parking expenses of $320 would warrant reimbursement of $200 ($320 - $25 = $295 but NTE $200).

D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.

E. Recruiter Itinerary Stop Parking (Members Only). See par. 7625 for reimbursement for recruiter itinerary stop parking.

1225 FOREIGN MILITARY TRAVEL

A. Authority. The JTR is not the authority for payments for foreign military and an ITA is not used to support payments.

B. Defense Personnel of Developing Countries (10 USC §1051). See DoD 5105.38-M, Security Assistance Management Manual (SAMM), Ch 10.

C. Liaison Officers (10 USC §1051a). See DoD FMR, Volume 12, Ch 18 .

D. Foreign Students at Service Academies. See DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 10.

E. Foreign Military Sales Related Travel of Foreign Personnel. See DoD 5105.38-M, Security Assistance Management Manual (SAMM).

1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

A. DoD Members and DoD Employees. See DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties.

B. Non-DoD Members. Non-DoD members should consult Service information.

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

A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. DoDD 5154.29 ***requires that PDTATAC staff review all written material that implements the JTR provisions***.

*B. Provisions. The DIAM 100-1 provides allowances for a member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS Defense Attaché System/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.

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

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

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

2. Travel and other expenses for dependent education,

3. Home visitation between consecutive tours,

4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses ICW training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG, and

9. POV Transportation.

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

1237 ASSIGNED TO NATIONAL SECURITY AGENCY (NSA)

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

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

1240 CHAPLAIN LED PROGRAMS (Members Only)

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

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

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

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

If a member is authorized to participate in the Pay and Allowances Continuation Program IAW DoD FMR, Volume 7A, Ch 13, the member is authorized the 'IE' portion of per diem as part of the PAC even though not in a travel status.

Effective 1 January 2016
1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION (Members Only)

A. General

1. Sec. 533 of FY09 NDAA (P.L. 110-417) as amended by Sec. 531 of FY12 NDAA (P.L. 112-81), Sec. 522 of FY13 NDAA (P.L. 112-239), Sec. 522 of FY15 NDAA (P.L. 113-291) and Sec. 523 of FY16 NDAA (P.L. 114-92) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention.

2. The pilot program allows members of the Regular Components and members on active Guard and Reserve duty to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years.

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

B. Allowances upon Release from Active Duty. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. 5066, 5138, 5320, and 5344-C.

C. Allowances upon Return to Active Duty. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty.

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

Effective 13 May 2016
1255 DOD TRAVEL SYSTEM PILOT

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

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

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

D. Reimbursement

1. Per diem, lodging, meals and incidental expenses are reimbursed IAW the JTR.

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

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

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

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

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.

2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but ***not*** the FTA allowance. See DSSR, Section 242.6.

2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/ non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but ***not*** the HSTA. See DSSR, Section 252.6.

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

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

1. FTA and HSTA are DoS allowances 5 USC §5924(2)(A) and 5 USC §5924(2)(B)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. ***A new appointee is not eligible for any portion of the HSTA.***

3. The FTA and HSTA are composed of four elements:

a. Miscellaneous Reimbursable Expense. This portion ***only*** is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

*b. Wardrobe Expense. ***This portion is not allowable for a DoD employee***.

c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.

*(1) FTA. This portion is allowable for a DoD employee PCSing from a PDS in a CONUS/ non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

*(2) HSTA. ***This portion is not allowed for a DoD employee.***

D. Lease Penalty Expense

*1. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to/ between a foreign area PDS.

2. HSTA. This portion is allowed ***only for* a *reassigned employee (not a new appointee)*** PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

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

1265 DOD INTEGRATED LODGING PROGRAM PILOT (ILPP)

Effective for all orders/authorizations issued on or after 15 June 2015 or the date the ILPP begins at that site (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf)***, whichever is later.***

*A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a Gov't lodging program (see App A1 definition). This Gov't lodging program allows DoD to require the use of either Gov't Qtrs, Public-Private Venture (PPV) lodging or commercial lodging (DoD Preferred), for both employees and members. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

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

C. Scope

1. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives.

2. Lodging terms, rates, conditions, and amenities (e.g., free parking, Internet) will be negotiated to best leverage purchasing power.

3. Initial phase of the pilot focuses on short duration, or transient lodging (e.g. less than 30 nights). Other phases may focus on other areas of lodging such as longer duration or extended stay lodging (e.g., 30 or more nights).

4. Lodging accommodations must meet FEMA requirements listed on the U.S. Fire Administration Internet site and DoD safety and security standards and requirements.

D. Requirements

1. Travelers TDY to one of the selected ILPP sites in par. 1265-J must, when Gov't Qtrs are not available, use approved lodging accommodations. Approved properties are listed on the DTMO website at ILP Approved Vendor List.

*2. Travelers must book their preferred commercial lodging through DTS or their contracted TMC.

*3. Members Only. Members TDY to a U.S. Installation at one of the selected ILPP sites in par. 1265-J may be directed to use Gov't dining facility when:

a. Quarters are available in a facility on that installation that is participating in the Gov't Lodging Program; and

*b. Gov't dining facility are available on the installation.

*4. Members Only. On days when one or more meals are available and directed IAW par. 1265-D3, the member will be paid per diem in the same manner as it is paid in pars. 4200-A, 4200-B, and 4200-C. A Gov't dining facility is not available on travel days or when the AO determines:

*a. The use of the Gov't dining facility adversely affects mission performance;

*b. There is excessive distance between the Gov't dining facility and places of duty; and/or lodging'; and use of Gov't dining facility would cause additional local transportation expenses;

*c. Duty hours and Gov't dining facility operating hours are not compatible.

*5. Members Only. If the member is directed to use Gov't dining facility, but does not use available lodging on the installation, GMR/PMR still applies.

E. Gov't Qtrs Use (Employees Only)

1. Gov't Qtrs Available. Employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available.

2. Gov't Qtrs Available but not Used. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.

3. Gov't Qtrs Not Available. Gov't Qtrs are considered not available when:

a. TDY is at other than a U.S. Installation;

b. The AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Gov't Qtrs availability;

c. During en route travel periods for PDT only;

d. Travel is ICW a PCS and the family accompanies the employee, and Gov't Qtrs are not available for the family;

e. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status;

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

g. Reservations cannot be booked in DTS. See ILPP Start Dates.

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

a. A non-availability confirmation number provided by the Service's lodging registration process; ***or***

b. The date the employee attempted to make reservations, along with the phone number and name of the billeting office PoC; ***or***

c. Employee certification that Gov't Qtrs were not available on arrival.

5. Employees with a Disability/Special Need. See par. 7815.

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

F. Exceptions

1. Authorized/Approved Exceptions. The AO may authorize/approve an exception to the required use of a Gov't lodging program property at an ILPP site when:

a. Gov't Qtrs are available;

b. Lodging is not available at the approved lodging accommodations in par. 1265-J. See subpar. 2 below for non-availability documentation.;

c. There is excessive distance between the lodging facility and places of duty; and the use of approved lodging would cause additional local transportation expenses;

d. The use of a Gov't lodging program property at an ILPP site facility adversely affects mission performance; or

e. The traveler can obtain a room rate lower than the ILPP maximum rate in par. 1265-J.

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

a. A non-availability confirmation number provided by the ILPP lodging registration process; ***or***

*b. The date the traveler attempted to make reservations, along with the phone number and name of the TMC PoC.

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

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

*I. TMC Transaction Fees

*1. When DTS or an available TMC are not used, the transaction fee for personally procured lodging from other than a TMC may not be reimbursed.

*2. When a TMC is not available, the transaction fee incurred for arranging lodging is a Reimbursable Expense (see App G).

J. Selected ILPP Sites, Rates and Start Dates. Posted on the DTMO website at ILP Rates and ILP Start Dates.

1. Sites include metropolitan areas. A listing of zip codes associated with an ILPP metro area is posted on the DTMO website at ILP Pilot Sites.

2. Gov't Qtrs requirement only applies when TDY to a U.S. Installation, and not TDY to the surrounding metropolitan area.

CHAPTER 2

OFFICIAL TRAVEL

Paragraph **Title/Contents**

PART A: GENERAL

2000 **OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**
A. General
B. Circumstances
C. Traveler's Financial Responsibility

2005 **LODGING PROGRAMS**
A. General
B. Not Considered Gov't Qtrs
C. Gov't Contract Lodging (Members Only)

2010 **TRAVEL OFFICIAL RESPONSIBILITIES**

2015 **PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES**
A. General
B. No-Fee Passport
C. Time Limitations

2020 **TRAVEL JUSTIFICATION**
A. Directed Travel
B. Traveler Expenses
C. Limited Travel Funds

2025 **STANDARD CONUS PER DIEM RATE**
A. Definition
B. CONUS PCS
C. Standard CONUS Per Diem Rate

2030 **MEAL TICKETS**
A. Issuance
B. Procedures
C. Value

PART B: TRAVEL POLICY

2100 **GENERAL**

2105 **ECONOMY CLASS ACCOMMODATIONS**

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

Paragraph **Title/Contents**

I. Authorizing/Approving Official
J. Medical and Special Needs
K. 'Other than Economy/coach' Accommodations Not Authorized

2115 UNUSUAL ROUTE JUSTIFICATION

2120 PERSONAL CONVENIENCE TRAVEL

2125 TRAVELER FINANCIAL RESPONSIBILITY

2130 LEAVE

2135 SUB-STANDARD ACCOMMODATIONS

2140 U.S. FLAG TRANSPORTATION REIMBURSEMENT RESTRICTION

2145 DEPENDENT TRANSPORTATION SEATING

2150 SERVICE/DOD AGENCY RESPONSIBILITY

2155 AIRPORT SELECTION
A. Multiple Airports
B. Servicing Airport

2160 TDY CANCELED OR CHANGED

2165 TDY TRAVEL INVOLVING NON PDS LOCATION
A. General
B. Limitations
C. Travel Order Received while on Leave

2170 WHEN PER DIEM IS AUTHORIZED

PART C: TRAVEL ORDER

2200 GENERAL
A. Travel Order
B. Official Travel Conditions
C. Issuance Prior to Travel
D. Unauthorized Reimbursement
E. Travel Order Necessity

2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL
A. Modifications
B. Allowances
C. Approval after the Fact
D. Deductible Meals

2210 TRAVEL AND REIMBURSEMENT ORDER
A. Written Order
B. Oral Order
C. Order Not Originated by Competent Authority

Paragraph **Title/Contents**

2215 **ITINERARY VARIATION**
A. Variation Authorized in the Order
B. Variation ***Not*** Authorized in the Order

2220 **AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER**
A. Effective Date of Order
B. Retroactive Modification

2225 **BLANKET/REPEAT TDY ORDER**
A. Travel Order Expiration
B. Written Requirements
C. Other than Economy/Coach Accommodations Not Authorized
D. AEA

2230 **TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)**
A. General
B. 180-Day Time Limitation
C. TDY in Excess of 180 Consecutive Days
D. TCS Instead of Long-Term TDY (Employees Only)
E. Reimbursable TCS/TDY Allowances Taxation (Employees Only)
F. TDY Assignment *Initially* Expected to Last Less than 1 Year (Employees Only)

2235 **PCS TIME LIMITATIONS**

2240 **TDY TIME LIMITATIONS FOR INSTRUCTION COURSES**
A. TDY for Training Less Than 140 Days (20 Weeks)
B. TDY vs. PCS Status for Training Courses of 20 or More Weeks
C. TDY vs. PCS Status for Training Courses of more than 180 Days

PART D: TRAVEL STATUS

2250 **GENERAL**
A. Authorized Allowances
B. Conditions
C. Starting and Ending Travel
D. Exclusion

2255 **TRAVEL STATUS START AND END**
A. Aircrew Member or Courier
B. Other than an Aircrew Member or Courier
C. Member Assigned to a Two Crew Nuclear Submarine

PART E: TRAVEL ADVANCE

2300 **AUTHORITY**
A. Authorization
B. Regulations

2305 **TRAVELER AND SERVICE/DOD AGENCY RESPONSIBILITY**
A. Traveler Responsibility
B. Service/DoD Agency Responsibility

Paragraph **Title/Contents**

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

PART F: ARRANGING OFFICIAL TRAVEL

2400 **TMC USE**
A. Policy
B. Command Responsibility
C. DoD Service/DoD Agency Regulations
D. Failure to Follow Regulations

2405 **TRAVEL ARRANGEMENT REQUIREMENTS**
A. Making Travel Arrangements
B. Authority

2410 **NON-U.S. FLAG AIRCRAFT OR SHIP TRANSPORTATION**

2415 **REIMBURSEMENT WHEN A TMC IS AVAILABLE BUT NOT USED**
A. Transportation Reimbursement
B. Transaction Fee Reimbursement

2420 **REIMBURSEMENT WHEN A TMC IS NOT AVAILABLE**
A. General
B. Non-Availability Limitations
C. Transaction Fee Reimbursement

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

2500 **DoD POLICY**
A. General
B. Program Policies and Procedures

2505 **CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA) NOTIFICATION STATEMENTS**

2510 **GTCC PURPOSE AND INFORMATION**

2515 **GTCC USE AND RESTRICTIONS**
A. General
B. Restrictions
C. Exceptions

PART H: GOV'T QTRS USE/AVAILABILITY

Section H1: Members Only

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

2555 **GOV'T QTRS USE**
A. Directed Use
B. Member Assigned to a Contingency Operation for More Than 180 Days at One Location

Paragraph **Title/Contents**

2560 **GOV'T QTRS AVAILABLE**
A. Checking Gov't Qtrs Availability
B. AO Directs Gov't Qtrs
C. Availability/Non-availability Documentation
D Member Uses Other Lodgings as a Personal Choice
E. Per Diem Limitation Not Allowed

2565 **GOV'T QTRS NOT AVAILABLE**

2570 **TRAVEL ORDER/VOUCHER**
A. Documentation
B. Authorization/Approval
C. Paper Non-Availability Statement Not Required

Section H2: Employees Only

2575 **GENERAL**

2580 **CONSERVING FUNDS**

2585 **LODGING REIMBURSEMENT**

PART I: MILEAGE AND MALT RATES

2600 **TDY & LOCAL TRAVEL**
A. TDY Mileage Rate Chart
B. Non-Motorized Transportation Mode
C. Helicopter and Privately-owned Boat
D. POC Use Instead of Gov't Auto

2605 **PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**
A. General
B. MALT Rate

2610 **CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES**
A. Kilometer Conversion
B. Nautical Mile Conversion

2615 **SELF-PROPELLED MOBILE HOME**

PART J: OFFICIAL DISTANCE DETERMINATION

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

Paragraph **Title/Contents**

PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

2700 TRAVEL VOUCHER SUBMISSION

2705 FRAUDULENT CLAIMS
A. Payment Requirements
B. Suspicious Expenses
C. Gov't Reimbursement

2710 RECEIPT REQUIREMENTS
A. General
B. Lost Receipt
C. Review and Administrative Approval
D. Long Term TDY Flat Rate Per Diem
E. Non-DoD Services (Members Only)

2715 LOST/STOLEN/UNUSED TICKET
A. General
B. Turning in Unused Tickets

2720 LOST/STOLEN/UNUSED GTR
A. General
B. Personal Use of GTR Prohibited

2725 TRAVELER WITHOUT SUFFICIENT FUNDS
A. General
B. Transportation
C. Financial Responsibility

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

2800 GENERAL
A. Authority
B. Local Area
C. Control and Delegation
D. Reimbursable Expenses
E. Mass Transit Subsidy Voucher
F. Travel to and from Medical Facilities (Members Only)

2805 PDS AREA TRAVEL
A. General
B. Commercial Transportation
C. POC Travel
D. Both Commercial Transportation and POC Travel
E. Examples
F. Transportation Expense Reimbursement Tax (Employees Only)

2810 TRAVEL AT THE TDY LOCATION
A. Travel Points
B. Meals and/or Lodging Unavailable at Duty Site
C. Commercial Travel
D. POC Travel

Paragraph **Title/Contents**

2815 **TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**
A. General
B. Authorization/Approval Authority
C. Finance Regulations Requirements
D. POC Mileage

2820 **VOUCHERS AND SUPPORTING DOCUMENTS**

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

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

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CHAPTER 2: OFFICIAL TRAVEL

PART B: TRAVEL POLICY

2100 GENERAL

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

2105 ECONOMY CLASS ACCOMMODATIONS

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

2110 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS (FIRST AND BUSINESS)

A. Definition. See App A1 for definitions of premium, first, and business class accommodations.

B. Authority. See par. 3510-A, or 3620 for Gov't funded 'other than economy/coach' accommodations authority.

C. First Class Decision Support Tool. See App H2C, for a first class decision support tool.

D. Business Class Decision Support Tool. See App H3B for a business class decision support tool.

E. Travel Order

1. The travel order MUST include the cost difference shown in App H2A ('Other than economy/coach' Accommodations Reporting Data Elements and Procedures) items 13 and 14.

2. **Example**: Business/First class travel is justified and authorized/approved based on par. 3500. The cost difference between the business and coach class fare is $765. The authorization/approval could state something similar to "Lt Gen. Jones, HQ USA/XXXX, (authorized/approved) 'other than economy/coach' accommodations use. Full documentation of the (authorization/approval) for 'other than economy/coach' accommodations use is on file in the approving official's office."

F. Advance Authority. Requests for 'other than economy/coach' accommodations must be made and authorized in advance of travel unless extenuating/emergency circumstances make advance authorization impossible.

G. Extenuating/Emergency Circumstances

1. If extenuating/emergency circumstances prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion.

2. A travel order authorizing 'other than economy/coach' accommodations due to extenuating/emergency circumstances must:

a. Clearly explain the circumstances by providing background and justification to enable upgrade rationale audit;

b. Include the cost difference between 'other than economy/coach' and economy/coach fares;

c. Include the authority and authorization source (memo/letter/message/etc.);

d. Include the date and position identity of the signatory for 'other than economy/coach'; and

e. Annotate appropriate Gov't transportation documents with the same information.

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

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

J. Medical and Special Needs

1. See App A1 for special needs definition.

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

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

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

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

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

1. PCS;

2. Emergency leave;

3. R&R;

4. FEML;

5. Personnel evacuations;

6. COT leave **(Members Only)**

7. RAT leave **(Employees Only)**;

8. EVT **(Employees Only)**; or

9. FVT **(Employees Only)**.

2115 UNUSUAL ROUTE JUSTIFICATION

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

2120 PERSONAL CONVENIENCE TRAVEL

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

2125 TRAVELER FINANCIAL RESPONSIBILITY

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

2130 LEAVE

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

2135 SUBSTANDARD ACCOMMODATIONS

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

2140 U.S. FLAG TRANSPORTATION REIMBURSEMENT RESTRICTION

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

2145 DEPENDENT TRANSPORTATION SEATING

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

2150 SERVICE/DOD AGENCY RESPONSIBILITY

Each Service/DoD Agency must:

1. Only authorize/approve travel necessary to accomplish the Gov't's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the Gov't's needs are authorized.

2155 AIRPORT SELECTION

A. <u>Multiple Airports</u>

1. Ordinarily a traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports).

2. Potential lost work time may be considered.

3. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York City, San Francisco, and Washington, DC.

4. ***If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

B. Servicing Airport

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

2. Potential lost work time may be considered.

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

2160 TDY CANCELED OR CHANGED

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

2165 TDY TRAVEL INVOLVING NON PDS LOCATION

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

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

1. The traveler is responsible for all excess travel/transportation costs; and

2. Constructed costs for each trip leg must be based on the policy constructed airfare (see App A1) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction.***

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

2170 WHEN PER DIEM IS AUTHORIZED

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

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at POEs and PODs ICW a PCS,

3. TDY periods directed in a PCS order,

4. Delays to qualify for reduced travel fares (par. 4415-E).

CHAPTER 2: OFFICIAL TRAVEL

PART F: ARRANGING OFFICIAL TRAVEL

*2400 TMC USE

A. Policy

*1. It is mandatory policy that all employees/members use an available DTMO contracted TMC, or a GSA contracted TMC (when a DTMO contracted TMC 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 TMC 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 TMC 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 TMC to find adequate lodging within the parameters of par. 4250.

*5. Reservations made for certain travelers may be negotiated and booked outside the DTS/TMC (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 TMC 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 TMC 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 TMC 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 a DTMO contracted TMC or a GSA contracted TMC.

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 TMC IS AVAILABLE BUT NOT USED

*A. Transportation Reimbursement. When a TMC 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 TMC.

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

*2420 REIMBURSEMENT WHEN A TMC IS NOT AVAILABLE

*A. General. When the AO certifies that a TMC 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. TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make TMC service available should the same situation arise again.

*C. Transaction Fee Reimbursement. When a TMC 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 G: GOV'T TRAVEL CHARGE CARD (GTCC) USE

2500 DoD POLICY

A. General. "It is the general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card); and OSD (P&R) memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

B. Program Policies and Procedures

1. DoD Uniformed Members/DoD Civilian Employees. The GTCC program policies and procedures (including central billing and unit cards) are found in the DoDI 5154.31, Vol. 4, GTCC Regulations "Travel Policy and Procedures".

2. Non-DoD Members (USCG, NOAA, and PHS Only). The GTCC program policies and procedures for each non DoD Uniformed Service are found in its Service regulations.

2505 CENTRALLY BILLED ACCOUNT (CBA)/INDIVIDUALLY BILLED ACCOUNT (IBA) NOTIFICATION STATEMENTS

A statement must be on each travel order indicating whether transportation tickets ordinarily are purchased using a GTCC CBA, or using a GTCC IBA. ***This statement alerts voucher examiners when a transportation cost shows as a reimbursable expense, and assists in preventing duplicate payments.***

2510 GTCC PURPOSE AND INFORMATION

DoDI 5154.31, Vol. 4, GTCC Regulations indicates the purposes for which a DoD GTCC may be used.

2515 GTCC USE AND RESTRICTIONS

A. General. Charging personal travel expenses is GTCC misuse. A DoD traveler who misuses the GTCC is subject to administrative and/or disciplinary action.

*B. Restrictions. To prevent misuse of the GTCC IBA and city pair airfares for leisure travel a copy of the relevant travel order must be provided to the TMC before ticketing. An electronic DTS generated order suffices to meet this requirement.

*C. Exceptions. A TMC may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order is issued. The official who directed the travel is responsible for providing a confirmatory travel order to the TMC.

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CHAPTER 2: OFFICIAL TRAVEL

PART H: GOV'T QTRS USE/AVAILABILITY

SECTION 1: MEMBERS ONLY

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

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

2555 GOV'T QTRS USE

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

1. Sent TDY to a U.S. Installation (see App A1); ***and***

2. The Gov't Qtrs on that U.S. Installation are adequate and available**.**

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

1. The Secretary Concerned may direct the use of Gov't contract Qtrs, at/near the U.S. Installation/Reservation specifically contracted for a member assigned to a Contingency Operation for more than 180 days at one location.

2. Arrangements for Gov't contract Qtrs should consider arrangements for transportation between the lodging and work site.

3. Directed use of Gov't contract Qtrs off the U.S. Installation does not permit directed GMR.

2560 GOV'T QTRS AVAILABLE

A. Checking Gov't Qtrs Availability

*1. A member performing TDY at/to a U.S. Installation (as opposed to a town/city) ***is required*** to check Gov't Qtrs availability (either directly or through the TMC) at (***not near***) the assigned U.S. Installation.

2. The member ***is not required*** to seek/check for Gov't Qtrs when TDY to a U.S. Installation/Reservation after non-availability documentation has been initially provided.

3. Example: A member, who is required to check Qtrs availability on arrival at a U.S. Installation, does so and certifies non-availability, or is issued non-availability documentation. The member cannot be required to re-check later for Qtrs availability at that U.S. Installation during that TDY period there. See par. 2570.

4. The member is not required to check for Gov't Qtrs availability when TDY to a foreign installation unless directed by competent authority in the orders.

5. When ordered to a Joint Base that encompasses locations that are not connected but are geographically separated (i.e., do not share a common perimeter), travelers are required to use lodging at the Gov't Qtrs located on the part of the base where they are performing duty. If quarters are not available at that location, the traveler should receive a statement of non-availability as per JTR, par. 2570. Travelers are encouraged, but not required to use Gov't Qtrs at other locations geographically separated within the Joint Base.

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

C. Availability/Non-availability Documentation

1. Availability/non-availability must be documented (see par. 2570).

2. Non-availability documentation is required only for Gov't Qtrs on (not near) an Installation at which a member is TDY.

3. The member is not required to check for Gov't Qtrs availability when TDY to a foreign installation unless directed by competent authority in the orders.

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

1. Should use adequate and available Gov't Qtrs on the U.S. Installation at which assigned TDY.

2. Who uses other lodgings ***as a personal choice,*** when adequate Gov't Qtrs:

a. Are available on that U.S. Installation, or

b. Use is directed on a foreign Installation

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

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

2565 GOV'T QTRS NOT AVAILABLE

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

1. When a TDY/delay point is at other than a U.S. Installation (See App A1);

2. When an AO determines that Gov't Qtrs use would adversely affect mission performance except for:

a. A member attending a service school at a Uniformed Service facility, and

b. An O-7 through O-10 officer who personally determines Qtrs availability;

3. During en route travel periods for PDT only;

4. When travel is ICW a PCS:

a. When per diem is payable under MALT Plus (see par. 5220-A);

b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in Gov't Qtrs at a POE/POD; or

c. To a ship/afloat staff with an OCONUS home port, and;

(1) A member is accompanied by dependents authorized concurrent travel;

(2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;

and Gov't Qtrs are not available for the entire family;

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

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

2570 TRAVEL ORDER/VOUCHER

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

1. A non-availability confirmation number provided by the Service's lodging registration process; ***or***

2. The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; ***or***

3. Member certification that Gov't Qtrs were not available on arrival.

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

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

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CHAPTER 2: OFFICIAL TRAVEL

PART H: GOV'T QTRS USE/AVAILABILITY

SECTION 2: EMPLOYEES ONLY

2575 GENERAL

Except when TDY to an Integrated Lodging Program Pilot location, IAW par. 1265, an employee may not be:

1. Directed/required to use Gov't Qtrs, or
2. Limited to the Gov't Qtrs cost for lodging reimbursement (44 Comp. Gen. 626 (1965)), or
3. In virtually all circumstances, told what lodging to use.

2580 CONSERVING FUNDS

*IAW the requirement to exercise prudence when incurring expenses, an employee should check for Gov't Qtrs availability (e.g., through the TMC/TMC), and is encouraged to use available adequate Gov't Qtrs when TDY to a U.S. Installation. See DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010.

2585 LODGING REIMBURSEMENT

Unless a reduced per diem rate is authorized on the travel order, the AO must authorize/approve reimbursement for the cost of commercial lodgings used NTE the locality per diem lodging rate (unless an AEA is authorized/ approved). See CBCA 2291-RELO, 20 April 2011.

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CHAPTER 2: OFFICIAL TRAVEL

PART K: TRAVEL CLAIMS, RECEIPTS, AND TICKETS

2700 TRAVEL VOUCHER SUBMISSION

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

2705 FRAUDULENT CLAIMS

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

1. DoD FMR, Vol. 9 (DoD Services/ DoD Agencies), or

2. Service regulations (Non-DoD Services).

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

1. ***Other than*** the cost of lodging, meals or incidentals, the suspicious expense is not allowed.

2. Lodging, meals or incidentals, the applicable per diem/AEA is denied for the entire day on which the suspected expense is claimed.

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

2710 RECEIPT REQUIREMENTS

A. General

1. DoD FMR, Vol. 9 requires a receipts for:

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

   b. Individual expenses of $75 or more.

2. A receipt must show:

   a. When specific services were rendered,

   b. When articles were purchased, and

   c. The unit price.

3. Requirements for additional receipts are discouraged. If a traveler's claim has doubtful reimbursement requests, see par. 2705.

4. Travelers are advised to retain ALL receipts for tax/other purposes.

5. A 'lost receipt' statement (see par. 2710-B) ***is not a substitute*** for an online booking hotel receipt.

B. Lost Receipt

1. If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.

2. For lodging, a statement must include:

a. The lodging facility name and address,

b. Dates the lodging was obtained,

c. Whether or not others shared the room (and the sharer's status as an official traveler), and

d. The cost incurred.

C. Review and Administrative Approval

1. The AO must determine if claimed expenses are reasonable.

2. Expenses must not be approved if they are:

a. Inflated/inaccurate, or

b. Higher than normal for similar services in the locality.

D. Long Term TDY Flat Rate Per Diem. A lodging receipt is not required when the traveler is authorized a long term TDY flat rate per diem (see par. 4250-A); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (App G) if required by the Service/DoD Agency.

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

2715 LOST/STOLEN/UNUSED TICKET

A. General. The traveler:

1. ***Must safeguard tickets carefully at all times***;

*2. Must immediately report a lost/stolen ticket to the issuing TMC;

3. Is financially responsible for purchasing a replacement ticket;

4. Must not be reimbursed for the replacement ticket purchase until the Gov't has received a refund for the lost/stolen ticket;

5. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If that first ticket is recovered, turned in for refund, and the Gov't is repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket; and

*6. Must return unused tickets to the TMC.

B. Turning in Unused Tickets. SF-1170, Redemption of Unused Tickets, is usable, if authorized in Service/DoD Agency regulations ICW turning in unused tickets.

2720 LOST/STOLEN/UNUSED GTR

A. General. A traveler/other accountable person:

1. ***Must safeguard a GTR carefully at all times***.

2. Must immediately notify the proper official, IAW Service/DoD Agency procedures, if a GTR is lost/stolen.

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

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

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

B. Personal Use of GTR Prohibited. A GTR:

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

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

2725 TRAVELER WITHOUT SUFFICIENT FUNDS

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

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

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

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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.

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

1. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable***.

2. Gov't owned/leased services should be used for official communications.

Conference Registration Fee

1. Conference registration fee reimbursement is authorized/approved when the fee is a condition for attendance.

2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.

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

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

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

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

1. Gasoline and oil;

2. Parking fees;

3. Repairs;

4. Ferry fares;

5. Bridge, road, or tunnel tolls;

6. Trip insurance for travel in foreign countries (see Insurance, Driving Related);

7. Guards; and

8. Storage fees.

Currency Conversion Fees

1. Reimbursable

   a. Fees charged ICW currency conversion, including cash conversions.

   b. The "international transaction fee" for qualifying transactions charged by:

      (1) GTCC. This 1% charge is listed as a separate line item on the billing statement.

      (2) Other than GTCC (Members Only). Charges on a non-GTCC card are reimbursable if the member is exempt from using the GTCC.

2. Not Reimbursable

   a. Losses from currency conversions (63 Comp. Gen. 554 (1984)).

   b. The traveler is not liable for repayment to the Gov't for ***gains*** from currency conversions.

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

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

5. Supplemental Vouchers

a. A traveler may need to submit a travel voucher prior to having access to the actual amount billed on the credit card.

b. When the amount in U.S. currency, is not known, until after the required travel claim submission date, a traveler should be aware of any financial regulations that require a supplemental voucher if the amount differs from the actual amount billed on the initial travel claim.

Disease Prevention Measures

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

2. Travel expenses incurred for obtaining the required inoculations is not reimbursable.

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

Energy Surcharge Fees. Energy surcharge fees are reimbursable.

GTCC

1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO for a traveler in a mission critical category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DoDI 5154.31, Vol. 4, GTCC Regulations for definition of mission critical personnel and processing requirements.

2. Expedited Delivery. Reimbursable when authorized/approved by the AO.

3. Chip/PIN Card Issue Fee. Reimbursable when authorized/approved by the AO.

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

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

Internet Connections

1. Internet connections used to perform official business are reimbursable when authorized/approved by the AO.

2. In-flight internet connections are ***not reimbursable unless*** the AO determines they were used for official business.

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

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

License/Permit, International Driver's

1. Reimbursable when TDY to a country that requires an international driver's license/permit.

2. The cost of license/permit photos is reimbursable.

3. See Traveler's Checklist for information on driving abroad.

4. This reimbursement applies only to a member or employee, ***but not to dependents***.

Lodging, Dual

1. Reimbursable ICW an unexpected event, when approved (after the fact) by the AO, except as in par. 4145-B3.

2. Dual lodging reimbursement is limited to a maximum of 7 consecutive days, except as in par. 4250-B.

3. Extensions beyond 7 consecutive days may only be approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid if the traveler remained overnight. See par. 4145.

Lodging Fees/Daytime Lodging Charges

1. Reimbursable when authorized/approved by the AO.

2. Includes:

   a. Room occupancy lodging charges for late departure, early arrival, or

   b. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.

Lodging, Mandatory Fees/Charges

1. Reimbursable, in addition to the room rate, when the expense is:

   a. Not optional, and

   b. Approved by the AO.

2. Fees/charges include, but are not limited to a:

   a. Tourism fee,

b. Safe fee, or

c. Service charge.

Lodging Reimbursement while on Leave

1. Members Only. Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day:

a. During contingency operations (par. 7050),

b. During authorized/ordered evacuations (par. 7055), or

c. When receiving long-term TDY flat rate per diem (par. 4250).

2. Employees Only. Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day when receiving long-term TDY flat rate per diem (par. 4250).

Lodging Tax

1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount.

2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable.***

3. Exception. Reimbursement is authorized in CONUS and non-foreign OCONUS areas except when MALT Plus for POC travel is paid.

4. Applicability to Long-Term TDY Flat Rate Per Diem. See pars. 4250-B7 and 4250-D.

Merchant Surcharge

1. Members Only

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged with:

(1) The GTCC, or

(2) A personal charge card used by members exempt from GTCC use for official travel. The member must provide exemption authority.

b. See DoDI 5154.31, Vol. 4, GTCC Regulations for information on personnel exempt from the requirement to use the GTCC.

c. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

2. Employees Only

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.

b. Reimbursement is ***not authorized*** for merchant surcharges for the use of a personal charge card.

c. See DoDI 5154.31, Vol. 4, GTCC Regulations for information on personnel exempt from the requirement to use the GTCC.

d. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

Military Working Dog (MWD) Expenses

1. Travel and transportation expenses related to a MWD are reimbursable expenses, limited to the following:

a. Transportation costs, to include tariffs either as cargo, or when traveling in the cabin with the handler.

b. Kennel handling fees at an air terminal or place of lodging.

c. Lodging fees ICW the MWD, and/or

d. Cleaning fees ICW commercial rental vehicle transportation for the MWD.

2. Expenses related to a MWD that are not reimbursable, under travel, but could be considered mission expenses include, but are not limited to:

a. Dog Food,

b. Leashes,

c. Kennels (damage/replacement), and/or

d. Veterinary services.

Mission Related Expenses

1. Mission related expenses ***are not reimbursable as travel expenses***.

2. Mission related expenses include, but are not limited to:

a. Equipment and materials (e.g., batteries, clothing, lost or missing keys used for whatever purpose).

b. Medical supplies or equipment;

c. Tools;

d. Film;

e. Office or professional supplies and equipment;

f. Books;

g. Use of clerical assistance (e.g., typists, data processors, stenographers);

h. Technology equipment (e.g., computers, printers, faxing machines, and scanners);

i. Registration fees for training courses;

j. Cleaning expenses for contracted TDY lodging (see par. 2830-G); and

k. Similar items.

3. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.

4. See DoD FMR Vol. 10, Ch 11 for reimbursement.

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

1. Lodging cost reimbursement may be authorized/approved by the AO when advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed, canceled, or interrupted.

2. Reimbursement must not exceed the remaining amount of per diem/AEA, plus appropriate lodging tax that would have been paid if the TDY had not been curtailed, canceled, or interrupted.

3. See 59 Comp. Gen. 609 (1980), 59 Comp. Gen. 612 (1980), and 60 Comp. Gen. 630 (1981).

4. The AO should consider if the:

a. Traveler acted reasonably and prudently in incurring lodging expenses,

b. Traveler had a reasonable expectation of completing the TDY as authorized,

c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control, and

d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.

Paper Tickets

1. Additional paper ticket cost is reimbursable, when authorized/approved by the AO, as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries).

2. Paper tickets bought for personal convenience ***are the traveler's financial responsibility***.

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

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

1. Members Only

a. TDY. When necessary for performing TDY in a foreign location,

b. PCS. When assigned to a foreign OCONUS area and required for initial or continued assignment, or

2. Employees Only (U.S. Citizens Only)

a. TDY. When necessary for performing TDY in a foreign location,

b. PCS. When assigned to a foreign OCONUS area under a service/renewal agreement and required for initial or continued assignment.

3. Employees Only (Non-U.S. Citizens, Including Local Hire Foreign Nationals). Reimbursement is authorized for employees hired locally or transported to a foreign OCONUS area at Gov't expense when expenses are necessary for performing TDY in a location other than their country of citizenship.

4. Dependents (Members and Employees; U.S. Citizens and Foreign Citizens). For PCS travel when:

a. The dependent's sponsor is assigned to a foreign OCONUS area and required for initial or continued assignment, and

b. The dependent is authorized travel and transportation allowances to/from a foreign OCONUS area.

5. Acquired Dependent (Members Only). A member serving an unaccompanied OCONUS tour who acquires a dependent, OCONUS, is authorized reimbursement for the acquired dependent ***only when***:

a. Par. 9000-A2 or 9000-A3 applies, and/or

b. The dependent qualifies for travel and transportation from the OCONUS PDS IAW par. 5088-C4.

6. Emergency Technical Support Personnel (Member or Employee). When directed by the AO and necessary for performing TDY in a foreign location.

B. Reimbursable Expenses Details and Requirements

1. Biometric Fees

a. Biometric fees, that are mandatory for passport and/or visa issuance, are reimbursable.

b. Biometric data collects the traveler's measurable physical/behavioral characteristics that can be used to:

(1) Verify the individual's identity, or

(2) Compare the identity against other entries when stored in a database.

c. Examples of biometric data are face recognition, fingerprints, and iris scans.

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

3. Legal Service Fees

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

(1) A passport,

(2) Mandatory biometric visa requirements,

(3) A visa,

(4) A green card, or

(5) Changes in status.

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

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

(1) Acquired dependent(s),

(2) Adoption,

(3) DHS/INS document processing fees,

(4) Server fees,

(5) Dependent custodial matters, or

(6) Fees for similar circumstances.

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

5. Passport Fees

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

(1) Passport Book. A regular passport that can be used for all international travel.

(2) Passport Card. Limited to departure/entry to/from the U.S. through land; and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda. A passport card is not authorized for international air travel.

(3) E-Passport. A regular passport book with electronic biometric data. An E-Passport can be used for all international travel.

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

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

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

(1) Gov't transportation became available after commercial travel arrangements were made and a passport was purchased; or

(2) The travel priority is sufficiently high to require backup travel arrangements that cannot include city pair reservations.

6. Physical Examination Fees. Physical examination fees:

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

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

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

1. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.

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

Personal Expenses

1. Personal expenses ***are not reimbursable as travel expenses***.

2. Personal expenses include, but are not limited to:

   a. Any products or services purchased or used for personal hygiene (e.g., barbers, hairdressers, toothpaste, razors, blow dryers, manicurists, masseurs or other similar items or services);

   b. Parking or traffic ticket fines;

   c. Gifts for child care, pet care, or hotel concierge;

   d. Gym or workout fees; or

   e. Similar items that would normally be purchased for personal use at the PDS.

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

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

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

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

1. Reimbursable Expenses. In addition to a TDY mileage allowance, if POC use is advantageous to the Gov't, travelers may be reimbursed for ferry fares; bridge, road and tunnel tolls; automobile parking fees ICW official travel (except those incident to PDT); and aircraft landing, parking, and tie down fees.

2. Non-Reimbursable Expenses. Reimbursement is not authorized for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, winter plug-ins, and /or state and Federal taxes. **Exceptions to this** are in pars. 4750 (privately owned aircraft other than an airplane (e.g., helicopter)) and 4755 (privately owned boat).

POC Use is Not Advantageous on TDY. Expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized. Reimbursement is not authorized for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, winter plug-ins, and /or state and Federal taxes. **Exceptions to this** are in pars. 4750 (privately owned aircraft other than an airplane (e.g., helicopter)) and 4755 (privately owned boat).

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 TMC/TMC, and

*b. When a TMC/TMC is not available.

*2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage TMC/TMC in the process and the TMC/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. TMC Use. A traveler who disregards a special conveyance arrangement made by a TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the TMC) 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.

s. Drop off fees for one way rental or when a vehicle is dropped off at an alternate rental car location and is approved by the AO as being more advantageous to the Gov't.

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.

***Travel Management Company (TMC) Fees.** TMC (App A1 definition) fees incurred directly by the traveler that are not included in the transportation ticket cost are reimbursable.

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

Paragraph **Title/Contents**

PART A: GENERAL

Section A1: Policy and Rules

3000 **SCOPE**
A. General
B. TMC Use

3005 **TRAVEL/TRANSPORTATION POLICY**
A. General
B. Travel Prudence/Stewardship of Gov't Funds
C. GSA City Pair Program/Airfares
D. Official Travel
E. Usual Routing
F. Time
G. Accommodations
H. Non-U.S. Flag Carrier Reimbursement
I. Dependent Seating
J. Interlining

3015 **COMMON CARRIER TRANSPORTATION PROCUREMENT**
A. Passenger Movement
B. City-Pair Program

3020 **UNUSED GOV'T-PROCURED TRANSPORTATION**
A. General
B. Gov't Cost Involved

3025 **TRAVEL TIME**
A. Travel by Gov't Conveyance and/or Common Carrier on Gov't-Procured Transportation
B. Travel by other than Authorized Mode
C. POC
D. Travel by Aero Club
E. TDY Travel by Mixed Mode
F. Special Conveyance Travel

3030 **SCHEDULING TRAVEL**
A. General
B. Factors
C. Early Departure

3035 **SEPARATE JOURNEYS**

Section A2: Transportation Reimbursement

3040 **ALLOWABLE TRANSPORTATION EXPENSES**
A. General
B. POC Operating Expenses
C. Reimbursement

Paragraph **Title/Contents**

3045 **PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT**
A. Mandatory Policy
B. Reimbursement Limitations
C. Transaction Fee
D. Gov't TMC Is Available
E. Gov't TMC Is Not Available
F. Transoceanic Travel - Gov't/Gov't-Procured Transportation Is Available
G. Transoceanic Ferry Fares
H. Other Reimbursable Expenses

3050 **REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE**
A. General
B. Gov't and Gov't-procured Air Transportation Available
C. Gov't/Gov't-procured Air Transportation Not Available
D. Use of Foreign Flag Air Carriers or Foreign Flag Ships
E. Computation
F. Dependent Travel Limited to the Gov't-offered Air Transportation Cost

PART B: BAGGAGE

3100 **ACCOMPANIED BAGGAGE**
A. General
B. Stopping Accompanied Baggage while the Baggage Is in Transit
C. Accompanied Baggage Return as Part of a Troop Movement

3105 **EXCESS ACCOMPANIED BAGGAGE**
A. General
B. Traveler Responsibility
C. Authorization/Approval
D. Expense Reimbursement (App G)
E. Transportation Charges

3110 **UNACCOMPANIED BAGGAGE (UB)**
A. General
B. Expedited UB Shipments

PART C: TRANSPORTATION MODE

3200 **MANDATORY DoD POLICY**

3205 **REQUIRED USE OF MILITARY AIRCRAFT**

3210 **AUTHORIZED TRANSPORTATION**
A. General
B. Transportation Mode
C. Transportation Mode Exception
D. Arranging and Determining Transportation Modes

3215 **AO DETERMINATION**
A. Transportation Not Directed
B. TDY and Transoceanic PCS Travel

Paragraph	Title/Contents
3220	**DIRECTING TRANSPORTATION MODE**
	A. General
	B. Reimbursement
	C. Reimbursable Expenses
3225	**TRANSPORTATION MODE SELECTION**
	A. General
	B. Contract Air Service
	C. Non-contract Air Service
	D. Rail or Bus Service
	E. Automobile
	F. Chunnel
	G. Non-motorized Transportation

PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

3300	**GENERAL**
	A. TDY/PCS Public/Special Conveyance Reimbursement
	B. Local Travel Transportation Expenses
	C. Requirements
3305	**MISCELLANEOUS REIMBURSABLE EXPENSES**
	A. Allowable Reimbursement
	B. Reimbursement Not Allowed
	C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses
3310	**TAXICAB/LIMOUSINE SERVICE USE**
	A. To/from Transportation Terminal
	B. Between Residence and PDS on TDY Travel Day
3315	**BUS, STREETCAR, AND SUBWAY USE**
	A. To/from/between Transportation Terminals
	B. Between Residence and PDS on the Day Travel Is Performed
3320	**SPECIAL CONVEYANCE USE**
	A. Authorization/Approval
	B. To/from Carrier Terminals
	C. Between Duty Stations
	D. In and around PDS/TDY Station
	E. Limited to Official Purposes
	F. Reimbursement
	G. Special Conveyance Receipts
	H. Special Conveyance Use for PCS Travel **(Employees Only)**
3330	**SELECTING A RENTAL VEHICLE**
	A. Instructions and Guidance
	B. TMC Use
	C. Rental Service Cost
	D. DTMO Rental Car Agreement
	E. Additional Rental Car Cost
	F. Motor Pools and Commercial Rental Companies
	G. DTMO Vehicle Rental Agreements

Paragraph **Title/Contents**

H. Domestic and Foreign Rental Car Information
I. Non-Reimbursable Expenses
J. Non-DoD Services **(Members Only)**

PART E: GOV'T CONVEYANCE USE ON TDY

3400 GOV'T AUTO USE ON TDY
A. Requirements
B. Exceptions
C. Personal Preference
D. Limited to Official Purposes

3405 AERO CLUB AIRCRAFT USE ON TDY
A. Policy
B. Authorization
C. Allowable Travel Time for Per Diem or Actual Expenses Computation
D. Reimbursement Limitations
E. Allowable Expenses

3410 GOV'T AIRCRAFT USE ON TDY
A. Air Mobility Command (AMC)
B. Military Aircraft other than AMC

3415 REIMBURSABLE EXPENSES

3420 ALLOWABLE TRAVEL TIME FOR COMPUTATION OF PER DIEM OR ACTUAL EXPENSES

PART F: COMMERCIAL AIR TRANSPORTATION

3500 GENERAL
A. Cost Efficiency
B. Restricted Airfare
C. Arranging Transportation
D Personally Procured Transportation
E. Air Travel Medically Inadvisable
F. Scheduling Travel
G. Rest Periods
H Authorizing/Approving Officials
I. Decisions Support Tool
J. Documentation Requirements
K. Travel Order
L. Additional Costs
M Advance Seat Assignment
N Blanket Travel Order
O Less Than Minimum Standards
P. Restrictions

3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED
A. Cabins Equipped with Same Seating
B. Business/1st Class Air Costs Less than Least Expensive Unrestricted Econ/Coach Class Airfare
C. No Cost Upgrades

Paragraph **Title/Contents**

3510 **AUTHORIZING/APPROVING OFFICIALS FOR 'OTHER THAN ECONOMY/COACH' AIR ACCOMMODATIONS DETERMINATIONS**
A. Authorizing/Approving Officials
B. Authorization/Approval Authority for Business Class Authorization/Approval Officials

3515 **ECONOMY PLUS/COACH ELITE SEATING**
A. General
B. Authorization/Approval
C. Additional Fee Seating
D. Airline Designation/Name

3520 **BUSINESS CLASS AND FIRST CLASS**
A. Restrictions and Limitations
B. Exceptional Circumstances
C. Authorized/Approved Circumstances for Business Class and First Class Use

3525 **U.S. FLAG AIR CARRIER USE**
A. Code Share Flights
B. Non-U.S. Flag Air Carriers
C. Most Direct Route between Two OCONUS Locations
D. Requirements
E. Exceptions
F. Non Availability Documentation
G. Travel Schedule
H. Reimbursement

3530 **UNIQUE AIR TRANSPORTATION CIRCUMSTANCES (EMPLOYEES ONLY)**
A. Operations and Maintenance Technician and Crash Firefighter
B. Required as a Condition of Employee's Assignment
C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available
D. Air Evacuation Required for Medical Reasons

PART G: TRAIN TRANSPORTATION

3600 **GENERAL**
A. Policy
B. Authorization/Approval Exception

3605 **ECONOMY/COACH ACCOMMODATIONS**

3610 **SLUMBER COACH**

3615 **'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS**

3620 **AO AUTHORITY**

3625 **'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS**
A. Authorizing/Approving Official
B. Requirements
C. Decision Support Tool and Procedures
D. Authorization/Approval

Paragraph **Title/Contents**

PART H: COMMERCIAL SHIP TRANSPORTATION

3650 GENERAL
A. Directed Transportation
B. Car Ferry Travel
C. Reimbursement without Authorization/Approval
D. Authorization/Approval Exception

3655 AUTHORITY
A. General
B. Medical

3660 ACCOMMODATIONS
A. General
B. Room Rate
C. More Costly Ship Accommodations Use

3665 U.S. FLAG SHIP
A. General
B. U.S. Flag Ship Use Impracticable
C. U.S. Flag Ship Unavailable
D. Determination Required
E. Unauthorized Foreign Flag Ship Use

PART I: CAR FERRY

3700 GENERAL

3705 TRANSPORTATION
A. Vehicle
B. TDY Travel Only
C. PCS Travel Only
D. More Than One Car Ferry

3710 FERRY FEES
A. PCS and TDY
B. PCS Only

3715 PER DIEM
A. Lodging
B. Travel Includes an Overnight on a Car Ferry Anywhere in the World
C. Travel Does Not Include an Overnight on a Car Ferry
D. Dependent Per Diem (PCS Travel)

3720 FOREIGN FLAG SHIP USE
A. Required Documentation
B. Unauthorized Foreign Flag Ferry Use

3725 EXCESS COST COLLECTION

CHAPTER 3: TRANSPORTATION

PART A: GENERAL

SECTION 1: POLICY AND RULES

3000 SCOPE

A. General. This Chapter applies to worldwide TDY and PCS travel by any transportation mode. It prescribes rules for accommodations a Gov't funded traveler may use on a specific transportation mode, U.S. flag carrier use, travel agency use, transportation expense reimbursement, travel in and around the TDY/PDS, and baggage transportation authority.

*B. TMC Use. It is **MANDATORY** that a traveler:

*1. Uses an available contracted TMC (DTMO contracted for DoD Services), or a GSA contracted TMC (when a DTMO contracted TMC is not available) for all official transportation requirements, or

*2. Must contact the responsible Agency/Service designated official if there is not an available DTMO contracted TMC/GSA contracted TMC for the official travel. DoD travelers contact DTMO.

3005 TRAVEL/TRANSPORTATION POLICY

A. General. The least expensive, unrestricted economy/coach accommodation is the standard for all passenger transportation modes.

B. Travel Prudence/Stewardship of Gov't Funds. ***A traveler must exercise the same care in incurring expenses as would a prudent person traveling on personal business at personal expense.***

C. GSA City Pair Program/Airfares. See App P. Contract city pair program regulations are found in DTR 4500.9-R, Part I, Chapter 103, pars. A2 and B2.

D. Official Travel. Transportation procured and/or paid for by the Gov't may be used only for the portion of a trip properly chargeable to the Gov't. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. Transportation professionals are typically aware of the 'usual routing' by which travelers are routed between locations.

1. The AO must justify travel other than by a usually traveled route.

2. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

3. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons.

4. Official travel locations must be identified and, if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

5. Examples

a. **Example 1**. A traveler is TDY from Washington, DC, to Dallas, TX, but must be routed through Denver, CO, to accompany a traveler with disabilities whose PDS is Denver. The only TDY location is Dallas, but the order must document that the routing through Denver is for official business. The travel document must clearly state that the circuitous routing is for official business, at Gov't expense, and city pair airfares are authorized.

b. **Example 2**. A traveler TDY from Ramstein AB, GE, to Fort Bragg, NC, is authorized personal/leave travel via Miami, FL, on the return trip. The travel order must clearly identify Miami as a personal/leave location and state that excess cost is the traveler's expense and that neither city pair airfares nor other airfares restricted to official Gov't business may be used to or from Miami since Miami is not an official location.

F. Time. All time not justifiable as official travel time must be accounted for IAW appropriate personnel related regulations.

G. Accommodations (FTR §301-72.2)

1. Common Carrier Accommodations. Common carrier accommodations ICW official travel, are in Ch 3, Parts F, G, and H.

2. Medical Reasons. See par. 2110-J for medical reasons/justification for 'other than economy/coach' accommodations

3. Physical Characteristics. AOs should consider physical characteristics and not just medical, disability reasons, or special needs when recommending first class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom).

4. Special Needs. See App A1 for "Special Needs" definition.

5. Less than Minimum Standards. A traveler may voluntarily use/accept, and the Gov't may furnish, accommodations that do not meet minimum standards if the traveler/Service needs require use of these accommodations.

H. Non-U.S. Flag Carrier Reimbursement. A traveler may not be reimbursed for travel at personal expense on a non-U.S. flag aircraft/ship, except as in pars. 3525 and 3665.

I. Dependent Seating. Each dependent, traveling at Gov't expense, is authorized a seat.

J. Interlining

1. General. When interlining (automatic baggage transfer between airlines) is unavailable the traveler must go to the baggage area, pick up the luggage, go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/ failure.

2. Interlining Unavailable. If a traveler must change airlines to get to a destination, and one/both airlines do not interline baggage, the traveler is not required to use that airline even if it is less expensive.

3. Restrictions. This does not apply to AMC Patriot Express (Category B) flights nor does it permit 'Fly America' Act violation.

3015 COMMON CARRIER TRANSPORTATION PROCUREMENT

A. Passenger Movement. See DTR 4500.9-R, Part I - Passenger Movement.

B. City Pair Program. See App P for policy and FAQs regarding the City Pair Program.

3020 UNUSED GOV'T PROCURED TRANSPORTATION

A. General

1. A traveler who returns unused Gov't procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents is authorized travel and transportation allowances under Chs 3, 4 and 5 if otherwise authorized.

2. When a traveler knows transportation and/or accommodations reservations will not be used, the traveler must cancel the reservations within the specified time limit.

3. When the transportation furnished is different/less value than authorized on the ticket, or when a journey is terminated short of the specified destination, the traveler must report the facts to the servicing transportation office.

4. All adjustments ICW official transportation must be promptly processed to prevent loss to the Gov't.

*5. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, airfare adjustment notices, etc., and information relating to the unused transportation must be turned into the local TMC/TMC.

6. Failure to follow these procedures may subject the traveler to liability for any resulting losses.

7. See par. 2715 or 2720 for lost/stolen/unused ticket/GTR reimbursement.

B. Gov't Cost Involved. When Gov't cost is involved, the cost for:

1. Sleeping/parlor car accommodations furnished and used, and/or

2. Shipping UB on tickets without the passenger,

must be deducted from the amount otherwise payable to the traveler.

3025 TRAVEL TIME

A. Travel by Gov't Conveyance and/or Common Carrier on Gov't Procured Transportation. Travel time for travel by:

1. Gov't conveyance (except Gov't auto), and/or

2. Common carrier obtained by Gov't procured transportation

is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Gov't auto is computed under par. 3025-C.

B. Travel by other than Authorized Mode. A traveler who elects to travel by other than the authorized transportation mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

C. POC

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

a. POC, if to the Gov't's advantage, and

b. Special conveyance (vehicle) as an authorized TDY transportation mode, and

c. Gov't conveyance (vehicle).

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed.

3. Unauthorized Use. If a POC is used, but not authorized by the AO as being to the Gov't's advantage, travel time is limited to that authorized in par. 3025 for the authorized commercial transportation for the official ordered travel distance.

4. Driving Distance per Day. There is no mandatory distance that must be driven per day.

D. Travel by Aero Club. When a travel order does not authorize travel by a specific transportation mode and the traveler travels by Aero Club aircraft, allowable travel time is the actual travel time, including necessary delays, NTE the time allowed if commercial transportation had been used.

E. TDY Travel by Mixed Mode

1. POC Use to the Gov't's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. 3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. 3025-C for POC travel for the official distance of the ordered travel.

2. POC Use Not to the Gov't's Advantage. If a traveler travels partly by POC and partly by common carrier for a leg of a journey, travel time is computed IAW par. 3025-C for the distance traveled by POC, to which is added the actual travel time using commercial transportation. The total allowable time cannot exceed that authorized in par. 3025-C for commercial transportation for the official distance of the ordered travel.

F. Special Conveyance Travel. When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. 3025-C.***

3030 SCHEDULING TRAVEL

A. General. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission.

B. Factors. Consideration should be given to all of the following:

1. Duty hours;

2. Duty requirements;

3. Lodging availability at origin, destination or intermediate stops;

4. The need for onward transportation;

5. The traveler's comfort and wellbeing;

6. The traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel between 2400 and 0600 is required by the mission;

7. Arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;

8. Scheduling travel for a departure to enable an en route rest stop or an overnight rest period at the destination;

9. Requiring each traveler to identify travel requirements in sufficient time (if known) to arrange economy/ coach accommodations;

10. Carefully reviewing requests for first and business class to determine if mission needs may allow for a change in travel dates to support a lower class accommodation; and

11. Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a 'Dash' CA airfare in lieu of a YCA airfare).

C. Early Departure. When a traveler departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the traveler should be prepared to provide a brief statement of the reason for departing earlier than scheduled, if such a statement is required by financial regulations.

3035 SEPARATE JOURNEYS

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,

2. TDY station,

3. Passenger POE,

4. Passenger POD,

5. First duty station,

6. Last duty station,

7. HOR,

8. A designated place,

9. Safe haven location,

10. POV loading port/VPC,

11. POV unloading port/VPC,

12. POV storage facility13. PLEAD (Members Only),

14. HOS (Members Only),

15. A COT leave location (Members Only),

16. A RAT leave location (Employees Only), and

17. Last move home location (SES) (Employees Only).

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 TMC, or a GSA contracted TMC (when a DTMO contracted TMC 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 TMC/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 TMC (or GSA contracted TMC) is authorized or encouraged.

*4. The payment options are provided for situations when the TMC (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 TMC, 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 through a DTMO contracted TMC frequently includes a transaction fee for arranging the transportation.

*2. A TMC transaction fee incurred by a traveler is part of the transportation cost.

*3. When a TMC is not available to the traveler, the transaction fee incurred for arranging transportation through other than a TMC is a part of the transportation cost. When an available TMC is not used, the transaction fee for personally procured transportation from other than a TMC may not be reimbursed.

*D. Gov't TMC Available

*1. General. When a Gov't TMC (see App A1) is available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the TMC 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 TMC. 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 par 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. When a city pair fare is available, 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 TMC Not Available

*1. In the ***very rare circumstance*** that a Gov't TMC 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 TMC 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 TMC 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-E 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-P.

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CHAPTER 3: TRANSPORTATION

PART C: TRANSPORTATION MODE

3200 MANDATORY DoD POLICY

*It is ***MANDATORY*** policy that travelers use an available TMC for all official transportation requirements. See Ch 2, Part F regarding mandatory TMC use.

3205 REQUIRED USE OF MILITARY AIRCRAFT

For the limited number of senior officials designated by SECDEF as 'required use travelers' on military aircraft, see DoDD 4500.56, DoD Policy on Use of Gov't Aircraft and Air Travel, Enclosure 2.

3210 AUTHORIZED TRANSPORTATION

A. General

1. Travel should be by the most expeditious practicable transportation mode that meets mission requirements.

2. The AO is responsible to select the transportation mode.

B. Transportation Mode. Official TDY/PCS travel may be authorized/approved on any combination of the following:

1. Gov't (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),

2. Commercial aircraft, train, bus, or ship (ocean, waterway or ferry), ***NOTE: The English Channel tunnel (Chunnel) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***

3. POC (see par. 3220-A1),

4. Special conveyance (see par. 3220-A1),

5. Taxicab, bus, streetcar, subway or other public conveyances, and

6. Airport limousine or courtesy conveyance.

C. Transportation Mode Exception

1. A traveler is not required to travel via a particular transportation mode if there is a ***valid reason*** for excluding that mode. **Example**: Travel by air may be excluded if travel by that mode is precluded for medical reasons.

2. A statement on the travel order must indicate the reason for nonuse of a particular transportation mode. The statement provides travel reimbursement justification based on the authorized transportation mode, including the constructed cost based on the authorized mode if needed.

3. **Example**: Air transportation is to the Gov't's advantage but air travel is medically precluded. The travel order must contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail (or whatever other form of) transportation is authorized."

D. Arranging and Determining Transportation Modes

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 (round-trip) 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 round-trip (400 miles one-way) at its discretion.

1. CONUS. Determination to use one, or a combination, of transportation modes for travel within CONUS must be based on the following factors:

a. Urgency and purpose of the travel;

b. Ability to provide necessary service to meet mission requirements;

c. Amount of accompanied baggage, or working equipment, necessary to accompany the traveler;

d. Savings in the traveler's productive time (workdays only);

e. Availability of adequate accommodations;

f. Any special facilities or schedule that aids in maintenance of necessary security, when applicable; and

g. Savings to the Gov't ICW a PCS order and dependent's transportation.

2. OCONUS

*a. Transportation must be arranged through an available TMC. See Ch 2, Part F.

*b. The AO should specify a particular transportation mode on the order for travel to/from/within an OCONUS area. The TO/TMC makes the transportation mode determination if the AO does not.

*c. The TO/TMC must not provide transportation via a mode that has been prohibited by the AO.

d. Travel may be approved for:

(1) AMC, including charter/individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic;

(2) MSC, when available; or

(3) Commercial transportation.

e. Except for ferries, travel by ship is not to the Gov't's advantage unless the higher costs (i.e., per diem, transportation, and lost work time) associated with ship transportation are justified.

f. Travel by ship may be authorized/approved as being to the Gov't's advantage only through the Secretarial Process.

g. Reimbursement for ship transportation must be IAW the use of U.S. flag ships.

h. When a traveler, authorized to use available AMC/MSC facilities, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. 3045-B. All travel must be made IAW Ch 2, Part F.

3215 AO DETERMINATION

A. Transportation Not Directed. The AO, when not required to direct the transportation mode, ordinarily authorizes the transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations.

B. TDY and Transoceanic PCS Travel. If the AO fails to make a determination or direct/authorize the transportation mode, air transportation is the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission requirements efficiently or economically.

3220 DIRECTING TRANSPORTATION MODE

A. General

1. A traveler ***may not be directed*** to use a POC.

2. Dependent travel ***may not be directed*** by a particular mode.

3. A traveler may select POC for overland PCS travel.

4. A traveler must comply with all regulations ICW the directed/selected transportation mode.

. The AO may direct the use of one or more TDY transportation modes that does not involve a PCS move (Members Only).

6. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC) may be directed for an individual PCS move (Members Only).

B. Reimbursement

1. When a specific transportation mode is directed (except PCS transoceanic travel) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost.

2. Members Only: This does not apply to pars. 5020-B, 7010-A, 7015, 7060-F1a, 7175-D3, 7175- D4; 7655, 7620-A, 7620, and 7635.

C. Reimbursable Expenses. Reimbursement is allowable for additional TDY transportation expenses (e.g., taxicab, bus, subway fares) as authorized in Ch 3, Part D.

3225 TRANSPORTATION MODE SELECTION

A. General. The following transportation modes are presumed to be the most advantageous methods of transportation, in order of precedence:

1. Common Carrier. Travel by common carrier is generally the most advantageous transportation mode and should be selected when reasonably available.

2. Gov't Auto. When travel must be performed by auto, a Gov't auto is presumed to be the most advantageous transportation mode.

3. Rental Car. If a Gov't auto is not available and travel must be performed by auto, a rental car should be considered.

4. Privately Owned Conveyance (POC). A POC is the most advantageous transportation mode only when use of a common carrier, Gov't auto, or rental car has been considered. Personal choice is not the sole consideration.

B. Contract Air Service

1. City Pair Airfare Available

a. Contracted airfare use offered by a contract air carrier between certain cities (city pairs) is generally to the Gov't's advantage.

b. These airfares should be used for official air travel between those cities.

c. If the city pair carrier offers both a YCA airfare and a 'Dash' CA airfare and the 'Dash' CA airfare is available when the traveler makes the reservation, the 'Dash' CA airfare (which is less expensive than the YCA airfare) must be selected. See par. 3045-D3.

2. City Pair Airfare Not Available. If a city pair airfare is not available from origin to destination, the policy constructed airfare (see App A1) should be used. This includes a lower airfare offered by a non-contract U.S. flag carrier limited to a traveler on official business, e.g., MDG, ODG, VDG, and similar airfares. See par. 3045-D3.

3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S. flag airline. See par. 3500-B.

4. Contract Air Service Exceptions. For exceptions and specific guidelines regarding the use of contract city pair air service, see:

a. App P (City Pair Program);

b. The FTR, §301-10.107;and

c. DoD 4500.9-R, Part I Ch 103, pars. A2 and E.

C. Non-Contract Air Service

1. When city pair service is available, the use of non-contract U.S. flag air service may be authorized only when justified under pars. 3225-B and 3500-B.

2. Advance authority and specific justification for non-contract air service use should be shown on the travel order or other form of travel document before the actual travel begins unless extenuating/emergency circumstances make advance authorization impossible.

3. The traveler must obtain written approval from the appropriate Service designated official at the earliest possible time after completing the travel if the requirement to use non-contract U.S. flag air service arose after the travel order was issued. The approval and justification must be stated on, or attached to, the travel voucher.

D. Rail or Bus Service

1. Rail/bus service may be used when it is:

a. To the Gov't's advantage (with cost, energy, and other factors considered); and

b. Compatible with official travel requirements.

2. The use of discount fares offered to the Gov't by rail/bus carriers is advantageous.

3. Discount fares, that meet mission requirements, should be used to the maximum extent possible.

E. Automobile

1. Rental Automobile. A DTMO contracted rental automobile is the first resource for short term automobile rental by a TDY traveler. This applies to a traveler who travels to a destination by common carrier (e.g., plane, train, or bus) and is authorized a vehicle for local area transportation.

2. Gov't Auto. A traveler may use a Gov't auto if practical.

3. Cost Consideration. If cost consideration is used in determining whether a Gov't contract rental or a Gov't auto should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the auto.

4. Traveler's Cost Liability when Selected Mode Not Used

a. The traveler should use the transportation mode authorized/approved by the AO as being to the Gov't's advantage.

b. Any additional cost resulting from use of a transportation mode other than specifically authorized/ approved, or required by regulation (e.g., contract air service) is the traveler's financial responsibility.

F. Chunnel. The English Channel tunnel (Chunnel) is a ferry for computation purposes.

G. Non-motorized Transportation. The AO may authorize/approve:

1. A non-motorized transportation mode (e.g., bicycle, etc.), but a mileage allowance is not authorized.

2. Reimbursement of transportation related expenses ICW non-motorized transportation, in the Gov't's interest, NTE the most advantageous transportation mode cost, per the AO determination.

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CHAPTER 3: TRANSPORTATION

PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC CONVEYANCE

3300 GENERAL

A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.

B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.

C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

D. Prudent Traveler Responsibility

1. The traveler and command must adhere to the prudent traveler rules for Gov't funded official travel. See par. 2000 and CBCA 2852-TRAV, 28 August 2012.

2. Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible.

3. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

3305 REIMBURSABLE EXPENSES

A. Allowable Reimbursement. A traveler may be reimbursed for transportation related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. 3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.

B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.

C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See par. 2830 and App G.

3310 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminal

1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares, to include reasonable and customary tips and mandatory service charges (including mandatory tips) added to the cost of transportation between:

a. Place of residence/family residence (see par. 4430)/lodging/place of duty at the PDS/TDY station and transportation terminals;

b. Transportation terminals if a free transfer is not provided;

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

d. A transportation terminal and limousine service terminal.

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

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

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

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

3315 BUS, STREETCAR, AND SUBWAY USE

A. To/from/between Transportation Terminals

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

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

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

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

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

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

3320 SPECIAL CONVEYANCE USE

A. Authorization/Approval. An AO may:

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

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

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

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

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

C. Between Duty Stations

1. The AO may authorize/approve travel by special conveyance:

   a. To/from/between TDY stations under circumstances not permitting use of usual transportation modes, or

   b. When special conveyance use is determined to be to the Gov't's advantage.

2. Reimbursement is authorized for the total expense incurred in the special conveyance use.

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

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

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

F. Reimbursement

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

2. Limitations

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

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

G. Special Conveyance Receipts. See par. 2000-C, and DoD FMR 7000.14-R, Volume 9.

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

1. A special conveyance:

   a. May be used for PCS travel when other transportation modes are not to the Gov't's advantage,

   b. Must be authorized in a PCS travel order,

c. May not be authorized for an employee's preference or inconvenience resulting from common carrier scheduling, and

d. Are not authorized at the PDS to travel to/from work, or for personal convenience.

2. Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY.

3. An employee is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

3330 SELECTING A RENTAL VEHICLE

A. Instructions and Guidance. See DTMO rental car agreement, and DTR, 4500.9-R, Part 1 for instructions and guidance for the rental vehicle selection**.**

*B. TMC Use

*1. It is ***mandatory policy that a traveler uses an available*** TMC, via DTS, to obtain a rental vehicle.

*2. If DTS is unavailable, the traveler may contact the TMC directly.

*3. It is ***not mandatory*** to use a TMC when renting an airplane or bus (CBCA 2956-TRAV, 31 January 2013).

*4. When an available TMC is not used, reimbursement is limited to what the cost would have been if a TMC had made the rental vehicle arrangements (CBCA 2956-TRAV, 31 January 2013).

C. Rental Service Cost

1. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles.

2. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the standard for TDY travel) does not meet the requirement due to the following:

a. Medical disability or other special need. See requirements in par. 3625-D2,

b. Mission requirements,

c. Cost is equal or less for a non-compact car,

d. Multiple travelers authorized to travel in the same rental car require additional room,

e. Gov't material for official business requires more room, or

f. Safety reasons (severe weather or required to travel on rough or difficult terrain).

D. DTMO Rental Car Agreement

1. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its Gov't rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the Gov't.

2. To view DTMO approved rental car companies and rates see rental cars, or rental trucks.

3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official Gov't travel.

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

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

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

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

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

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

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

1. Mail:

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

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

3. The DTMO website.

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

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

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

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

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CHAPTER 3: TRANSPORTATION

PART F: COMMERCIAL AIR TRANSPORTATION

3500 GENERAL

A. Cost Efficiency

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

2. Early Booking. Whenever practicable, a traveler must arrange airfare enabling the lowest policy constructed airfare price available when traveling on domestic flights, including appropriately timing the airfare purchase. The AO and traveler should plan travel, and book reservations, early to purchase the least expensive policy constructed airfare.

B. Restricted Airfare

1. General

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

b. Appropriate Use. Restricted airfares should never be applied in a blanket fashion, but could be a consideration. For example, not all FEML or R&R may be by restricted airfare, but it is appropriate to consider using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, and COT).

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

2. City Pair Fare is Available. When a city pair fare is available, the AO must use the App H3C decision support tool to assist in determining if a restricted airfare is advantageous to the Gov't.

3. City Pair Fare is not Available

a. When a city pair fare is not available, the traveler and AO must consider:

(1) The chance that the flight will be changed or canceled, and

(2) Applicable charges and fees that may be incurred,

when determining if the savings is worth the risk that the trip will change.

b. Use of the checklist in App H3C is not required, but travelers must follow their service or agency guidelines for using restricted tickets.

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

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

E. Air Travel Medically Inadvisable

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

2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by a medical authority and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.

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

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

F. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach accommodations.

2. See Ch 2, Part F ICW scheduling travel.

3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy/coach accommodations for all official business travel, including PCS, TDY, RAT leave, COT leave, emergency leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

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

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

1. May authorize/approve business/first class travel, and

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

I. Decision Support Tools

1. Business Class. See App H3B.

2. First Class. See App H2C.

3. Restricted Airfare. See App H3C.

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

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

1. The traveler's certification of the reason(s) for 'other than economy/coach' use.

2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,

3. The cost difference between 'other than economy/coach' and economy/coach.

4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.

5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/coach' travel).

L. Additional Costs

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

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

M. Advance Seat Assignment

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

2. Examples of Gov't interest are:

a. A parent or guardian that needs to be seated with a minor child;

b. An eligible traveler that needs to be seated with an authorized attendant or escort; or

c. An eligible traveler with a special need that requires advance seating due to medical or reasonable accommodation reasons, per Service/DoD agency policy.

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

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

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

P. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.

2. Air is the usual transportation mode to/from OCONUS.

3. Gov't/Gov't procured air transportation should be used for travel to/from, and between OCONUS areas.

4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.

5. Par. 3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.

6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which

any dependent travels.

7. A traveler must make transportation arrangements IAW Ch 2, Part F.

8. Gov't aircraft may be used only for official purposes IAW 41 CFR §101-37.402 (Employees Only).

9. Travel by Gov't/Gov't procured air transportation (unless medically inadvisable) is required for an (Employees Only):

a. Employee on TDY travel:

(1) To and from CONUS, or

(2) Between OCONUS duty points; and

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

3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED

A. Cabins Equipped with Same Seating

1. The entire aircraft is economy/coach seating if an airline flight:

a. Has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same),

b. Codes the airfares in the front of the airplane as full fare economy/coach, and

c. Only restricted economy/coach airfares are available in the economy/coach cabin,.

2. Qualifying for other than economy/coach travel is not required to purchase a non-restricted economy/coach fare seat in the front of the aircraft as the entire aircraft is 'economy/coach'.

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

1. When a business/first class airfare costs less than the least expensive unrestricted economy/coach airfare, no authorization/ approval is required.

2. Comparison of the business/first class airfare to an economy/coach airfare more expensive than the least expensive unrestricted economy/coach airfare is not authorized.

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

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

A. Authorizing/Approving Officials. The officials listed below may authorize/approve 'other than economy/coach' use for a traveler/dependent if any of the criteria in par. 3515 or 3520 are met. See DoDI 5154.31, Vol 2, Enclosure 3.

	FIRST CLASS	**BUSINESS CLASS**
OSD, Defense Agencies, and DoD Field Activities	Administration and Management Director. ***No further delegation.***	Administration and Management Director. May be delegated no lower than 3 star civilian equivalent level.
Joint Staff	Director, Joint Staff. ***No further delegation.***	Director, Joint Staff. May be delegated, no lower than 3 star or civilian equivalent level.
Combatant Commands	Combatant Commanders. May be delegated no further than the Command's 3 star deputy or vice commander.	Combatant Commanders. May be delegated no lower than 2 star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and 4 star major commanders or their 3 star vice/deputy commanders. ***No further delegation***.	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, 4 star major commanders, 3 star deputy/vice commanders, or 2 star/ civilian equivalent level. ***No further delegation***.
Public Health Service Members Only	Secretary of Health and Human Services. ***No further delegation***.	Flag officers at the 2 star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. ***No further delegation***.
NOAA Corps Members Only	NOAA Corps Director. ***No further delegation***.	
Coast Guard Members Only	Secretary of Homeland Security (effective 14 August 2013). ***No further delegation***.	Coast Guard Commandant/Vice Commandant (effective 14 August 2013) ***No further delegation***.

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

3515 ECONOMY PLUS/COACH ELITE SEATING

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

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

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

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

3520 BUSINESS CLASS AND FIRST CLASS

A. Restrictions and Limitations

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

a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or

b. En route rest stop is authorized, or

c. Overnight rest period occurs at the TDY location before beginning work.

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

3. Return Flight. On TDY travel:

a. The 14 hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.

b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.

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

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

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

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

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

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

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

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

4. Business and First Class Accommodations Table

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

Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:	**BUSINESS CLASS**	**FIRST CLASS**
3. Medical Reasons. See par. 2110-Jfor medical reasons. First class may be considered for use when business class is not available.	**X**	**X**
4. Exceptional Security Circumstances. These include: a. A traveler whose use of other than business class or first class service would endanger the traveler's life, or Gov't property. b. A protective detail agent accompanying an individual authorized to use business class or first class service. c. A courier or control officer accompanying a controlled pouch/package. ***Business class should be used, if available.***	**X**	**X**
5. Required by the Mission for Selected Personnel. This is exclusively for use ICW: a. Federal advisory committees, b. Special high level invited guests, and c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal Gov't officials. This is not applicable to NOAA. ***Business class should be used, if available.***	**X**	**X**
6. Regularly Scheduled Flights. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.	**X**	**X**
7. Transportation Payment by a Non-Federal Source. When a non-Federal source pays, in advance, for the transportation service. a. ***For First Class Only***: At least one of the circumstances in this table must ***also*** be met. No other circumstance is required for business class. b. The travel order must state that transportation services have been paid, in advance, by a non-federal source. c. DoD Members/Employee: See the Joint Ethics Regulation (JER), DoD 5500.7-R. d. Non DoD Service Members: See Service issuances.	**X**	**X**
8. Congressional Travel. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under 31 USC §1108(g).	**X**	**X**

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

3525 U.S. FLAG AIR CARRIER USE

A. Code Share Flights

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

2. If the non-U.S. flag air carrier flight number is used on the ticket, the ticket is on a non-U.S. flag air carrier and a non-availability of U.S. flag air carrier document is needed.

B. Non-U.S. Flag Air Carriers

1. Members, employees, and dependents are required to use available U.S. flag carriers for all official commercial air transportation as indicated in par. 3500.

2. A member, employee, or a dependent may not be authorized to travel by non-U.S. flag air carrier if a U.S. flag air carrier is available.

3. 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to members, employees, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

1. The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS).

2. When it is determined that a U.S. flag air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S. flag air carrier may be authorized/approved (GSBCA 16632-RELO, 15 July 2005).

D. Requirements

1. Available U.S. flag air carriers must be used for all commercial air transportation of persons/property when the Gov't funds the air travel (49 USC §40118(d) and B-138942, 31 March 1981).

2. Except as in par. 3525-F, U.S. flag air carrier service is available if the:

a. Carrier performs the required commercial air transportation, and

b. Service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-U.S. flag air carrier costs less, or

(2) Non-U.S. flag air carrier service is preferred by the service/traveler,

(3) Non-U.S. flag air carrier service is more convenient for the Service/DoD Component/traveler, or

(4) The only U.S. flag air carrier service available (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S. flag carrier is available over the direct route.

2. U.S. flag air carrier service is not available when one of the following exceptions exists:

a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/ multilateral air transportation agreement to which the U.S. Gov't and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

b. No Service on a Flight Segment. No U.S. flag air carrier provides service on a particular flight segment, in which case non-U.S. flag air carrier service may be used, but only to/from the ***nearest*** interchange point on a usually traveled route to connect with a U.S. flag air carrier service.

c. Involuntarily Rerouting. A U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier. If given a choice to substitute service, the traveler should select a U.S. flag air carrier, if it does not unduly delay the travel (59 Comp. Gen. 223 (1980)).

d. Transportation Paid for by non-U.S. Gov't Source. Air transportation on a non-U.S. flag air carrier is paid in full directly, or later reimbursed, by:

(1) A foreign Gov't (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);

(2) An international agency; or

(3) Another organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)).

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

e. Travel Time

(1) Non-U.S. flag air carrier service would be 3 hours or less, and U.S. flag air carrier use would at least double en route travel time.

(2) If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

(3) If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S. flag air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S. flag air carrier, such use would:

(a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or

(b) Extend travel time by at least 6 hours or more; or

(c) Require a connecting time of 4 or more hours at a foreign OCONUS interchange point.

(4) Examples

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

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

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

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

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

h. Traveler Safety

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

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

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

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

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

k. Travel between Midnight and 6 a.m.

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

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

(b) Travel between midnight and 6 a.m.,

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

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

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

F. Non-Availability Documentation

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

1. Non-U.S. flag air carrier use may be authorized/approved when the AO determines a U.S. flag air carrier is unavailable based on par. 3525-E criteria.

2. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler.

3. Endorsements on the order and/or Gov't travel procurement document, made IAW Service regulations, are acceptable.

4. The documentation should include the:

a. Traveler's name;

b. Non-U.S. flag air carrier(s) used;

c. Flight/carrier identification number(s), if applicable;

d. Origin, destination and en route points ;

e. Date(s);

f. Justification; and

g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

a. Schedules maximizing U.S. flag air carrier use must be selected.

b. Schedule selection is made using the following guidelines when:

(1) U.S. flag air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

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

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

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

3. Example

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

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

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

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

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

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

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

3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES (Employees Only)

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

1. Operations and Maintenance Technician. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment, and

2. Crash Firefighter. A crash firefighter for whom travel by aircraft is necessary ICW the employee's duties.

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

1. Travel by aircraft for any distance, when required as part of the assignment conditions;

2. Be aboard an aircraft to make repairs/observe aircraft performance;

3. Use air travel for expeditious duty performance in different geographical locations; and/or

4. Be aboard any type of Gov't aircraft on scheduled/nonscheduled flight.

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

1. Travel by aircraft, for any distance, is required with/without the employee's consent when necessary for mission accomplishment, or air is the only transportation mode available.

2. An employee may be required to travel on scheduled commercial aircraft or on transport type Gov't aircraft operated on scheduled/semi scheduled flights.

3. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

D. Air Evacuation Required for Medical Reasons

1. Transportation Mode. Travel by appropriate aircraft must be required when a medical authority determines it is necessary for an employee's medical evacuation.

2. Employee Medical Transportation. See par. 7075 for authority to provide Gov't funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.

3. Dependent Medical Transportation. See par. 7120 for authority to provide Gov't funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.

4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for an employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

CHAPTER 4

TEMPORARY DUTY TRAVEL

Paragraph **Title/Contents**

PART A: GENERAL

4000 **JUSTIFICATION**
A. Authorization/Approval
B. Scheduling Travel
C. Service Procedures

4005 **TDY ASSIGNMENT SELECTION**

4010 **WHAT CONSTITUTES TDY TRAVEL**

4015 **ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS**
A. Advance Notice
B. Clearances
C. Requirements

4020 **EFFECT OF ABSENCE ON PER DIEM PAYMENT**
A. Members Only
B. Employees Only

4025 **TDY PRIOR TO REPORTING TO THE FIRST PDS (EMPLOYEES ONLY)**

PART B: PER DIEM

Section B1: General

4050 **PER DIEM**
A. General
B. TDY Location
C. References
D. Meeting and Convention
E. Restriction in Establishing PDS (Employees Only)
F. Overseas Post Differential (Employees Only)

4055 **TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS**
A. M&IE Rate
B. More than One TDY Location
C. Lodging Required
D. Local Area Travel
E Tax Implications (Employees Only)

4060 **TDY MORE THAN 24 HOURS**
A. Per Diem Rate Determination
B. Lodging Required En Route
C. Per Diem Limitation

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

Paragraph **Title/Contents**

4100 **TDY WITHIN THE PDS LOCAL AREA**
A. Travel within the PDS Limits
B. TDY within the PDS Local Area but Outside the PDS Limits
C. TDY within the PDS Limits for Emergency Circumstances
D. Brief Stay in the PDS Vicinity During TDY (Employees Only)

4105 **PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)**
A. General
B. Computing Per Diem when Crossing the IDL
C. Computation Examples

4110 **SHIP TRAVEL**
A. Per Diem
B. Gov't Ship
C. Commercial Ship (U.S./Foreign/U.S. Gov't Leased) Travel for 24 or More Hours
D. Corps of Engineers Floating Plant (Employees Only)
E. TDY ICW Fitting-out/Conversion of a Ship/Service Craft (Members Only)
F. TDY Aboard a Foreign (Non-Government) Ship (Members Only)
G. Aboard Ship Constructed by a Commercial Contractor (Members Only)

4115 **CAR FERRY TRAVEL** (See Ch 3, Part I.)

4120 **PER DIEM RATE REVIEW**
A. General
B. Final Submission Process

Section B2: Lodging

4130 **TDY LODGING**
A. General
B. Lodging Plus Computation
C. Receipts
D. Lodging Tax
E. Gov't Qtrs
F. Single and Multiple Room Occupancy
G. Lodging with a Friend or Relative
H. Multiple Lessees Involving Leased/Rented Lodging
I. Dependents Accompanying Traveler on TDY
J. Lodging in other than Commercial Facilities
K. Lodging Not Available at a TDY Location
L. Online Booking Tool
M. Advance Lodging Deposit
N. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement

4135 **LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**
A. General
B. Per Diem Limitation
C. Reimbursement Limitation
D. Training course Exception (Employees Only)

4140 **LODGING REQUIRED ON THE DAY TRAVEL ENDS**

Paragraph **Title/Contents**

4145 **DUAL LODGING ON A SINGLE DAY**
A. General
B. Authorization/Approval
C. Lodging Cost
D. Lodging Reimbursement
E. Lodging Receipts
F. Long-term Dual Lodging Not Allowed
G. Computation Examples

4150 **LODGING OBTAINED AFTER MIDNIGHT**
A. Lodging Required
B. Lodging Not Required

4155 **LONG-TERM TDY LODGING**
A. General
B. Computation
C. Computation Example
D. Contingency Operation (Members Only)
E. Evacuation (Members Only)
F. Long-Term TDY Flat Rate Per Diem

4160 **APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED/RENTED WHILE TDY**
A. General
B. Expenses

4165 **RESIDENCE OR RECREATIONAL VEHICLE (CAMPER/TRAILER) PURCHASED AND USED FOR TDY LODGING (FTR §301-11.12)**
A. Reimbursement not Authorized
B. Authorized Reimbursement

4175 **LODGING PER DIEM COMPUTATION**
A. General
B. Total Day's Per Diem
C. Maximum Reimbursement
D. Lodging Not Available at the TDY Location

Section B3: M&IE

4200 **M&IE RATE DETERMINATION**
A. Day of Departure/Return
B. CONUS Full Days
C. OCONUS Full Days
D. Combatant Command (COCOM), Joint Task Force (JTF) AOR, and Schoolhouse Training (Formal Courses Of Instruction)

4205 **DEDUCTIBLE MEALS**
A. PMR Application
B. Deductible Meal
C. Light Refreshments
D. Meals Provided/Consumed
E. AO Authority

Paragraph **Title/Contents**

4210 **NON DEDUCTIBLE MEALS**
A. Non Deductible Meal
B. Limitations

4215 **MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT**

4220 **LODGING AND MEALS PROVIDED WITHOUT COST**
A. General
B. Maximum Per Diem

4230 **OCCASIONAL MEALS AND/OR LODGING**
A. Members Only
B. Employees Only

4235 **GOV'T DINING FACILITY**
A. Dining Facility Available
B. Dining Facility Not Available
C. GMR/PMR Documentation
D. Limitations

4240 **ESSENTIAL UNIT MESSING (EUM)**
A. General
B. Start/End Time
C. Meal Procurement Required
D. IE Rate

Section B4: Long-Term TDY Flat Rate Per Diem

4250 **LONG-TERM TDY FLAT RATE PER DIEM**
A. General
B. Exceptions and Additional Factors
C. Retained Lodging Expenses
D. Long-Term TDY Flat Rate Per Diem Examples

Section B5: Computation Examples

4280 **PER DIEM COMPUTATION EXAMPLES**
A. Lodging Tax
B. TDY Mileage Rates
C. Per Diem Rates
D. Examples

Section B6: Quick Reference Tables

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

Paragraph **Title/Contents**

PART C: AEA

4300 **GENERAL**

4305 **JUSTIFICATION**
A. Authorization/Approval
B. Reasons for Authorizing/Approving AEA

4310 **AUTHORITY/APPROVAL**
A. General
B. AEA

4315 **LIMITATIONS**
A. Conditions
B. Personal Preference/Convenience

4320 **AEA DETERMINATION**
A. Factors
B. Travel with Certain Dignitaries
C. Air Crew Travel (Members Only)

4325 **EXPENSES**
A. Expenses Allowed
B. Expenses Not Allowed

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

4335 **OVER 300% MAXIMUM AEA (Members Only)**
A. General
B. Authorization
C. Restrictions

4340 **REIMBURSEMENT**
A. Limitations
B. Incidental Expenses (IE)
C. M&IE Paid on a Per Diem Basis
D. Lodging and/or Meals Obtained under Contract
E. Itemization

4345 **AEA COMPUTATION**
A. General
B. Meals Available under Special Arrangements
C. Averaging Expenses
D. Laundry/Dry Cleaning Services
E. Lodging Tax
F. Mixed Travel Reimbursement (Per Diem and Actual Expense)

4350 **COMPUTATION EXAMPLES**
A. Example 1: AEA Single TDY Location
B. Example 2: AEA to multiple TDY locations A, B, and C
C. Example 3: AEA Single TDY Location

Paragraph **Title/Contents**

PART D: TRAVEL

4400 GENERAL
A. Mandatory Policy
B. Transportation
C. Constructed Travel Computation
D. Reimbursement Limits

4405 ACTUAL TRAVEL TIME

4410 STARTING AND ENDING TRAVEL
A. General
B. Travel between 0600 – 2400
C. Additional Per Diem for Travel between 0600 – 2400

4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP
A. General
B. En Route Rest Stop/ TDY Point Rest Period
C. En Route Rest Stop
D. Rest Period at the TDY Point before Reporting for Duty
E. Delaying Return Travel to Use Reduced Travel Fares

4420 SPECIAL CONVEYANCE TRAVEL

4425 MIXED MODES TRAVEL

4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION
A. Authorization/Approval
B. Starting/Ending Travel
C. Cost
D. Example

4435 RETURN TO PDS DURING LONG-TERM TDY
A. General
B. Authorized Return
C. Lodging Retained at TDY Location during Authorized Return

4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS
A. General
B. Authorized Allowances
C. Allowances Not Authorized
D. Lodging Retained at TDY Location
E. Computation

4445 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS
A. General
B. Examples

Paragraph **Title/Contents**

4450 **RETURN TO PDS DIRECTED DURING NON WORKDAYS**
A. General
B. Conditions
C. Travel Order (Employees Only)

PART E: HOUSEHOLD GOODS

Section E1: Members Only

4500 **GENERAL**
A. General
B. Delivery Out of Storage
C. TDY HHG Authorized Locations

4505 **AUTHORIZING/APPROVING TDY HHG TRANSPORTATION**
A. General
B. Restrictions

4510 **BASIC ALLOWANCE**
A. Shipments in Addition to Authorized TDY Weight Allowance
B. Weight Allowance
C. Shipment of Replacement Items

4515 **LIMITATIONS**
A. General
B. New Orders

4520 **TRANSPORTATION METHODS**

4525 **FACTORS AFFECTING TDY HHG TRANSPORTATION**
A. Weight Allowance
B. Order Amended, Modified, Canceled or Revoked
C. Improper Shipments

4530 **EXCESS CHARGES**
A. Unauthorized Articles
B. Unauthorized Shipment

4535 **CALLED/ORDERED TO ACTIVE DUTY**
A. Called/Ordered to Active Duty
B. Relieved from Active Duty

4540 **PCS WITH TDY EN ROUTE**

4545 **TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**

4550 **ITDY**
A. General
B. HHG Transportation to PDS
C. Dependent Transportation

Paragraph **Title/Contents**

4555 **TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**
A. General
B. Ordered to a Ship
C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

4560 **TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**
A. General
B. Ordered to a Ship Not Specified as Unusually Arduous
C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

4565 **HHG STORAGE ICW TDY/DEPLOYMENT**
A. Storage in Transit (SIT)
B. Special Storage
C. Non-temporary Storage (NTS)
D. Storage after TDY/Deployment Completion

4570 **HHG TRANSPORTATION AFTER STORAGE**

4575 **HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

Section E2: Employees Only

4580 **UB ICW LONG-TERM TDY ASSIGNMENTS**
A. Authorization/Approval
B. Weight Limit
C. Excess Accompanied Baggage

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

4600 **DEFINITIONS**
A. COCOM AOR
B. JTF
C. Operational Deployment
D. Exercises
E. Contingency Operation
F. Regular TDY

4605 **TDY OPTIONS**
A. General
B. Regular TDY
C. Essential Unit Messing (EUM)
D. Field Duty
E. Joint Task Force Operations TDY Options
F. Basic Allowance for Subsistence (BAS) (Members Only)

Paragraph **Title/Contents**

PART G: POC TRAVEL

4700 AUTHORIZATION/APPROVAL

4705 GENERAL

4710 TRAVELER ELECTS TO USE A POC
A. General
B. POC Use Is to the Gov't's Advantage
C. POC Use Is ***Not*** to the Gov't's Advantage

4715 800 MILES ROUND TRIP POLICY
A. General
B. Authorization
C. Cost Comparison
D. Limitation

4725 PERSONNEL TRAVELING TOGETHER
A. General
B. Traveler Responsible for Paying POC Operating Expenses
C. Traveler Not Responsible for Paying POC Operating Expenses
D. Extra Mileage to Transport Official Traveler(s)
E. Passenger (Gov't or Non Gov't Official Traveler) Contributes to Operating Expenses

4730 PER DIEM
A. POC Use Is to the Gov't's Advantage
B. POC Use Is ***Not*** to the Gov't's Advantage

4735 CONSTRUCTED TRANSPORTATION COST AND PER DIEM COMPUTATION
A. General
B. Constructed Cost Comparison by Airplane
C. Constructed Cost Comparison by Train
D. Constructed Cost Comparison by Bus
E. Constructed Cost Comparison by Rental Car
F. POC Transportation
G. Reimbursement

4740 ACTUAL EXPENSE REIMBURSEMENT
A. Authorization/Approval
B. Limitations
C. Non Reimbursable Expenses

4745 POC REPAIR
A. General
B. Claims Submission

4750 PRIVATELY OWNED AIRCRAFT OTHER THAN AN AIRPLANE (E.G., HELICOPTER)
A. General
B. Expense Reimbursement

4755 PRIVATELY OWNED BOAT

Paragraph **Title/Contents**

4760 **TRAVEL TIME**
A. POC Use Is to the Gov't's Advantage
B. POC Use Is ***Not*** to the Gov'ts Advantage

4765 **MIXED MODE TRANSPORTATION**
A. General
B. Reimbursement

4775 **GOV'T ADVANTAGE DETERMINATION**
A. General
B. Considerations
C. Example

4780 **POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**
A. Round Trip Expenses Incurred for Drop Off and/or Pick Up at a Transportation Terminal
B. Expenses Incurred for Two One Way Trips to and from a Transportation Terminal
C. Transportation Terminal Parking Fees
D. TDY Departure from/Return to the PDS
E. Another Official Traveler Transported in the Same POC
F. Air Terminal Is Member's PDS (Members Only)

4785 **POC USE BETWEEN RESIDENCE AND TDY STATION**

4790 **POC USE IN AND AROUND PDS OR TDY STATION**

4795 **GOV'T AUTO AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T**
A. Gov't Furnished Automobile Does Not Make the Trip
B. Gov't Furnished Automobile Makes the Trip

4797 **REIMBURSABLE AND NON-REIMBURSABLE EXPENSES**

PART H: TDY STATION BECOMES PDS

Section H1: Members Only

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

Section H2: Employees Only

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

Paragraph **Title/Contents**

PART I: ITDY TRAVEL (MEMBERS ONLY)

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

4905 TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION
A. Authorized Travel and Transportation Allowances
B. Member Accompanies Dependent to Alternate Place
C. Limitations/Restrictions

4910 MEMBER RETURNS TO OLD PDS OR TRAVELS VIA OLD PDS EN ROUTE TO THE NEW PDS
A. Authorized Travel and Transportation
B. Travel to Alternate Place Dependents were Moved at Gov't Expense
C. Dependent Travel Reimbursement
D. Dependent(s) Remain at PDS
E. Constructed Cost
F. Reimbursement Limitations

4915 MEMBER RETURNS TO THE OLD PDS
A. Authorized Travel and Transportation
B. Transportation Limitation

4920 DEPENDENT TRAVEL
A. Dependent Travel and Transportation to the Alternate Place
B. PCS Order Received at the ITDY Station
C. Member Returns to the Old PDS

PART J: RESERVED

PART K: TRAINING COURSE ATTENDANCE (EMPLOYEES ONLY)

4955 ALLOWANCES
A. General
B. In the PDS Area
C. Conference/Training at the PDS as Training Expenses

4957 DEPENDENT AND HHG TRANSPORTATION
A. General
B. Allowances Authorized
C. Allowances Not Authorized
D. Activity or Command Responsibility

4959 NO RETURN TO OLD PDS
A. Dependent and HHG Transportation
B. MALT Reimbursement
C. Real Estate Transactions

Paragraph **Title/Contents**

4961 **INTERN AND/OR TRAINEE**
A. Determining Move Type
B. Applicability

4963 **TRANSPORTATION AND PER DIEM/AEA**
A. Travel ICW Beginning/Ending of Training
B. Employee Elects to Commute between the Training Location and PDS Residence
C. Employee Authorized to Remain Overnight at the Training Location

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

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

PART L: ITRA FOR LONG-TERM TDY ASSIGNMENTS (EMPLOYEES ONLY)

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

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 1: GENERAL

4050 PER DIEM

A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.

2. Per diem is payable for whole days, except for PDS departure/return days.

3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.

4. Per diem rates are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. 4130-K if neither Gov't Qtrs nor commercial lodging is available at the TDY location.

5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.

6. Lodging Plus per diem is not authorized for any day that PCS MALT Plus per diem is paid (Members Only).

7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

8. GSA, DoD, and DoS are responsible for travel per diem rates. See par. 4120.

9. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates.

10. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. 2710 and DoD FMR 7000.14-R, Volume 9).

12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/GMR cannot be applied for the first and last travel days.

13. Ordinarily, per diem is based on the traveler's TDY location at 2400.

14. M&IE payment does not require expense itemization and/or receipts.

*15. Box lunches, inflight meals and rations furnished by the Gov't on military aircraft are not a Gov't dining facility for per diem computation purposes.

16. For TDY within a COCOM/JTF AOR, see par. 4605.

17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. 4205).

*18. A Gov't meal paid for by the traveler and consumed in a Gov't dining facility is not a deductible meal.

19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.

20. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

B. TDY Location

1. TDY Location Specified. The per diem rate for a TDY point is the locality rate specifically listed for a:

a. Reservation,

b. Station, or

c. Other established area. This includes established, large reservation subdivisions that:

(1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawaii); or

(2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).

2. TDY Location Not Specified. When the location is not specifically listed in the per diem table, the per diem rate is based on the:

a. Front gate location for the reservation, station, or other established area, or

b. County per diem rate for the TDY location, or

c. Standard CONUS per diem rate, if neither the city/town nor the county is listed.

C. References

1. TDY Location Determination. See the U.S. Census Bureau website to determine in which county a destination is located.

2. Per Diem Location Claims Case. See DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010.

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

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

F. Overseas Post Differential (Employees Only)

1. The foreign/non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive.

2. Per diem payment is authorized concurrent with a differential payment when an employee is assigned away from the PDS on detail/TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment while on the detail/TDY.

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

A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the M&IE rate for the TDY location is paid for each travel day.

B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the higher for the 2 on day 2 for day 2).

C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.

D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.

E. Tax Implications (Employees Only). Per diem payment for TDY of more than12 hours but less than/equal to 24 hours may be taxable (IRS Revenue Rule 68-663 & 26 CFR §1.162-2(a). The employee should verify possible state and local implications.

4060 TDY MORE THAN 24 HOURS

A. Per Diem Rate Determination. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location.

B. Lodging Required En Route. When lodging is required, and the traveler is still en route, the applicable per diem rate is the:

1. TDY location per diem rate, or

2. Stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations.

C. Per Diem Limitation. Only one per diem rate is applicable to a calendar day.

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

A. M&IE Rate. 75% of the appropriate locality M&IE rate is paid:

1. Regardless of departure time, and

2. If travel begins and ends on the same day, and is longer than 12 hours.

B. Rates Not Applicable. The GMR, PMR, $3.50 OCONUS IE, and reduced per diem rate ***do not apply***.

C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.

D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:

1. TDY location per diem rate, or

2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.

E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

USCG Members Only: USCG members assigned to detached duty at USCG Stations (small), USCG Search and

Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

4070 STOPOVER POINT

A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. ***Lodging does not include sleeping in the transportation terminal.***

B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

4075 FULL CALENDAR TRAVEL DAYS

A. Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination) the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling, plus the applicable M&IE rate.

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

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

A. General

1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.

2. The GMR, PMR, $3.50 OCONUS IE, and reduced per diem rate ***do not apply***.

3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.

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

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

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

4085 EXAMPLE

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

4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status

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

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

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

C. TDY ICW Leave

1. General

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

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

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

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

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

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

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

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

6. Leave Temporarily Interrupted due to Recall to PDS

a. When a traveler departs the PDS on leave and, because of an unforeseen circumstance, it is necessary to cancel the leave and recall the traveler to the PDS, return per diem and transportation expenses may be authorized.

b. If a traveler's leave away from the PDS is interrupted because the traveler is recalled to the PDS, or is

authorized to perform TDY at another place, and the traveler wishes to resume leave immediately after duty completion at the place leave was interrupted or at another place, per diem and transportation expenses may be authorized NTE the round-trip per diem and transportation expenses may for travel from the place leave was interrupted to the place the duty was performed.

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

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

a. A traveler on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed.

b. For return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed for the excess constructed per diem and transportation expenses for return directly from the leave location to the PDS.

c. TDY allowances are payable at the TDY location. (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

8. TDY Directed at Leave Status Termination

a. A traveler on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses when the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS (19 Comp. Gen. 977 (1940)).

b. If, in relation to the leave location, the TDY location is located in a routing direction through and beyond the traveler's PDS, the allowable per diem and transportation expenses are limited to that for round trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

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

a. PCS travel and transportation allowances for travel performed from the:

(1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and

(2) Leave address, or place at which the order is received, to the TDY station; and

(3) TDY station to the new PDS.

b. TDY allowances at the TDY location.

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

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

2. ***Per diem is not authorized for any day on which the traveler was in a leave status.*** See 51 Comp. Gen. 548

(1972) and B-175427, April 14, 1972.

E. Field Duty (Members Only)

1. General. A member on field duty is not authorized per diem except when the:

a. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Gov't Qtrs at no charge and/or Gov't meals at no charge for an enlisted member, were not available during stated field duty periods.

b. Member participates in the operation advance planning or critique phase.

c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. 4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

(1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and

(2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

(1) Authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or

(2) Delegate authority to prescribe such a rate to a:

(a) Department headquarters bureau/staff agency chief, or

(b) Naval Systems headquarters commander

but there may be no further delegation.

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

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

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

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

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

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

a. Accompanies a military unit on field duty, or

b. Provides noncombatant support to a military unit (App A1).

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

*a. Gov't dining facility (including field rations even though the employee is assessed a charge for that meal(s)), ***and***

b. Gov't provided billeting (non- transient barracks or tents)

are available.

*3. Discount GMR. An employee on field duty is required to pay the discount GMR for a meal consumed in a Gov't dining facility (including field rations).

4. Procured Meals/Lodging. Reimbursement is authorized for charges incurred for necessary meals/lodging procured during the TDY assignment.

G. Personnel Traveling Together

1. Personnel traveling together is travel away from the PDS requiring travelers to remain together as a group while traveling, due to mission requirements.

2. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers.

3. Per diem is not authorized on travel days when the order directs limited or no reimbursement.

4. Per diem prohibition:

a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.

b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.

c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.

5. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.

6. If meals or lodging are not available, occasional meals and lodging are paid IAW par. 4230

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

8. An employee pays the food cost and operating expense (surcharge) and is authorized reimbursement for food costs (Employees Only).

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

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

1. *Not* authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.

2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. 4090-J applies.

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

K. Undergoing Processing (Members Only)

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

a. Processing,

b. Indoctrination,

c. Basic training (including follow-on technical training and/or home station training for an RC member), or

d. Instruction in a TDY status

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

2. Per Diem Authorized. Per diem is authorized:

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

(1) Processing,

(2) Indoctrination,

(3) Training, or

(4) Instruction;

b. During a Delay/processing incident to:

(1) Travel to a designated PDS, or

(2) While awaiting transportation to PDS; or

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

L. Inpatient (Members Only)

1. General. Per diem is:

a. *Not* authorized for a member who is a hospital inpatient.

b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (App A1).

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

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

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

N. Hospitalized Member (Members Only). A hospitalized member is not authorized per diem unless the member is authorized the 'IE' portion of per diem under par. 1245.

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

1. Specifically authorized jointly by the Secretaries Concerned;

2. Traveling under a Uniformed Service order;

3. A per diem allowance is not authorized by the foreign government; or

4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

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

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

4095 REDUCED PER DIEM

A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.

2. Reduced per diem rate authority must be requested and authorized prior to the travel.

3. The reduced per diem rate must be less than the locality per diem rate.

4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. 4095-H.

5. Include the name and telephone number for a PoC who may be contacted concerning the request.

6. If the request is approved, the appropriate office listed in par. 4095-H authorizes a lower per diem rate to the requesting official.

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

B. Authority

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

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

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

1. Obtained before travel begins, or

2. Part of an order amendment/modification covering a prospective period after the original order was issued,

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

See CBCA 2291-RELO, 20 April 2011 (Employees Only).

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

1. The order before travel begins, or

2. An order amendment/modification covering a prospective period after the original order was issued.

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

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

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

1. Members Only

a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA,1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King, Jr. Ave SE, STOP 7907, Washington, DC 20593-7907.

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

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

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

2. Employees Only

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

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

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

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

4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits

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

a. For TDY performed within the PDS limits or at/within the vicinity of the place of abode (residence) from which the traveler commutes daily to the official station (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009.

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

2. Per Diem Authorized

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

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

3. Member Hospitalized at the PDS (Members Only). A hospitalized member is not authorized per diem unless the member is authorized the 'IE' portion of per diem under par. 1245.

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

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

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

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

3. See par. 3040 for transportation allowances.

4. A hospitalized member is not authorized per diem unless the member is authorized the 'IE' portion of per diem under par. 1245. (Members Only).

C. TDY within the PDS Limits for Emergency Circumstances

1. Per diem ICW transportation delays at the PDS may be paid in certain weather related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See CBCA 2371-TRAV, 18 May 2011.

2. See Ch 3 for transportation allowances.

3. Competent authority may authorize travel and transportation allowances when duty is performed (Members Only):

a. Under emergency circumstances that threaten injury to human life or damage to Federal Gov't property,

b. At a location within the PDS limits,

c. At other than at the member's residence or normal duty location, and

d. Overnight accommodations are used by reason of such duty.

D. Brief Stay in the PDS Vicinity during TDY. Per diem at the PDS must be paid if:

1. A traveler's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the traveler passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace),

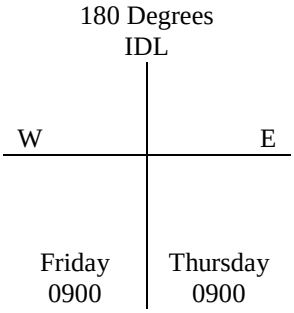
2. The traveler is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003), and

3. The brief stay in the PDS vicinity is due to circumstances beyond the traveler's control and not for personal convenience.

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

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

B. Computing Per Diem when Crossing the IDL



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

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

The TDY location lodging cost is $135/night. The per diem rate is $225 ($135/$90).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.

***A Gov't dining facility is not available at the TDY point. AEA is not authorized.**

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
20 to 24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $90 =	$67.50
19 August Thursday	NO PER DIEM	
20 to 24 Aug (Friday-Tuesday)	$135 + $90 = $225/day x 5 days =	$1,125.00
25 Aug Wednesday	$90 (M&IE) =	$90.00
25 Aug Wednesday	75 % x $90 =	$67.50
Total		**$1,350.00**

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

TDY location lodging cost is $140/night. The per diem rate is $218 ($146/$72).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.

***A Gov't dining facility is not available at the TDY point. AEA is not authorized.**

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $72 =	$54.00
19 to 24 Aug (Thursday-Tuesday)	$140 + $72 = $212/day x 6 days =	$1,272.00
25 Aug Wednesday	75 % x $72 =	$54.00
Total		**$1,380.00**

4110 SHIP TRAVEL

A. Per Diem. Per diem:

1. For the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the embarkation/debarkation port rates and computed under the Lodging Plus method.

2. Is not authorized for the first/last travel day by Gov't ship when it departs from the port that is the traveler's PDS/returns to the port that is the PDS.

B. Gov't Ship

1. Per diem is not authorized for TDY aboard a Gov't ship when Qtrs are provided without charge and meals are provided with/without charge.

2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.

4. TDY training duty is unbroken when a member transfers between Gov't ships at the same place and the transfer is made within a 10-hour period (Members Only).

5. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable (Employees Only).

6. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned (Employees Only).

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

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

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

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

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

a. Furnished without charge, or

b. Part of the accommodations cost,

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

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

b. The AO must:

(1) Set the meals portion of per diem equal to the anticipated expenses, and

(2) State, in the order, the circumstances warranting the rate.

D. Corps of Engineers Floating Plant

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

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

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

4. Lodging Cost. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

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

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

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

a. Ship is commissioned or service craft is placed in-service, and

b. Ship is decommissioned or service craft is placed out of service.

3. Per Diem End. Per diem ends on the date the member's assignment is changed from:

a. TDY ICW fitting-out/conversion of a ship/or service craft to permanent duty aboard that ship/service craft, or

b. Permanent duty aboard the ship ICW ship decommissioning/service craft placement out of service, even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in/out of service date.

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

1. Per Diem

a. Per diem is not authorized when both Qtrs and all meals are furnished without charge.

b. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.

2. Lodging. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. 4145.

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

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both Qtrs and all meals are furnished without charge.

2. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day

before the departure day.

3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. 4145.

4115 CAR FERRY TRAVEL

See Ch 3, Part I.

4120 PER DIEM RATE REVIEW

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

1. Members Only:

a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA,1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

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

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

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

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

2. Employees Only:

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

b. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Staffing, Classification and Compensation Division (011), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

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

d. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1CM,1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

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

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

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

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 2: LODGING

4130 TDY LODGING

A. General

1. The lodging component of per diem establishes the maximum per diem amount the Gov't will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.

2. The amount allowed for lodging is the expense actually incurred or the maximum TDY locality lodging ceiling, whichever is less.

3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.

*4. DoD travelers are required to make commercial lodging arrangements through DTS using the DTS Reservations Module when available. Travelers should only contact a DTMO-contracted TMC directly when DTS is not available or commercial lodging at the TDY location cannot be found in DTS.

*5. The only exceptions to using DTS or a DTMO-contracted TMC include when lodging is arranged at a lower cost than available through DTS or the TMC, such as lodging in conjunction with a conference, mass training evolutions, unit movements, personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process, or when arranging lodging on a weekly or monthly basis for long-term TDY. If long-term lodging arrangements cannot be made by the traveler, the traveler must contact a TMC to find adequate lodging within the parameters of par. 4250.

6. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.

7. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.

8. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. 4130-F for multiple occupancy.

B. Lodging Plus Computation

1. Requirements

a. Per diem computed under this Part is based on the Lodging Plus computation method.

b. Per diem for each travel day is the actual amount the traveler pays for lodging NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location.

c. The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using Lodging Plus computation.

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

a. A reduced per diem rate is authorized for the TDY (par. 4095);

b. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. 4100-B;

c. A per diem rate for travel by ship applies;

d. Meals and lodging are furnished without cost to the traveler;

e. An AEA is authorized for some/all of the TDY assignment;

f. Per diem is not payable for TDY ICW or in support of a military unit while on field duty; or

g. Per diem applies for a consultant, expert, and private individual (including an ROTC member).

C. Receipts

1. General. See par. 2710 and the DoD FMR 7000.14-R, Volume 9 concerning receipts.

2. Long-Term TDY Flat Rate Per Diem. A lodging expense receipt is not necessary when par. 4250 applies unless to validate related expenses such as lodging tax or a parking fee.

D. Lodging Tax

1. General

a. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on Gov't business.

b. Federal traveler tax exemptions and the form required to claim the exemption vary from location to location.

c. See the GSA Travel Homepage for a list of jurisdictions in which lodging tax exemption may be offered at the option of the lodging facility.

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

a. ***Not*** included in the locality per diem lodging ceiling, and

b. A reimbursable expense (App G) when per diem/AEA is paid.

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

a. Included in the locality per diem lodging ceiling, and

b. ***Not*** a reimbursable expense (App G) when per diem/AEA is paid.

E. Gov't Qtrs

1. A fee/service charge paid for Gov't Qtrs use is an allowable lodging expense.

2. Reimbursement for Gov't Qtrs use is NTE the maximum locality lodging ceiling.

3. See par. 2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a Gov't Installation, and Gov't Qtrs on that Gov't Installation are available and directed on the order (Members Only).

F. Single and Multiple Room Occupancy

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

1. Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.

2. Official Travelers Share a Room

a. Each official traveler is responsible for their portion of the room rate. **Example**: Two official travelers share a room –each is responsible for 50% of the room cost; three official travelers share a room–each is responsible for 33% of the room cost).

b. Multiple occupancy of a single room ***DOES NOT LIMIT*** a traveler's lodging per diem ceiling eligibility. Official travelers who share lodging are each authorized lodging costs NTE the single room rate for the TDY locality. **Example**: Two official travelers who share a room in a $100/night lodging area have $200 total with which to pay for a room.

c. Examples of Room Charge Allocation:

(1) Locality per diem lodging ceiling is $100/night. Two official travelers share a $250/night room. Each official traveler is responsible for $125/night (but without an AEA, each only receives $100 reimbursement since the locality maximum lodging ceiling is $100/night).

(2) Locality per diem lodging ceiling is $100/night. Two official travelers share a $170/night room. Each official traveler is responsible for, and receives, $85/night – which is payable since it is below the locality lodging ceiling rate of $100/night.

3. Official Traveler Shares a Room with a Non Gov't Traveler(s). If an official traveler shares a room with a person(s) who is/are not a Gov't traveler(s) on official travel, then the official traveler is authorized the locality single room rate.

G. Lodging with a Friend or Relative

1. Members Only

a. Lodging reimbursement ***is not authorized*** for a member who lodges with a friend/relative at the friend's/ relative's residence.

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

c. A member cannot be directed to lodge with a friend/relative.

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

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

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

2. Employees Only (FTR §301-11.12)

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

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

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

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

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

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

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

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

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

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

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

M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. GSBCA 16652-TRAV, 26 August 2005.

H. Multiple Lessees Involving Leased/Rented Lodging

1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared between official travelers whose names are on the lease/rental agreement/contract is split equally among the lessees. Official travelers are not authorized reimbursement for more than their equal share of the lodging payment. Official travelers who accept more spacious lodging to provide lodging for other non-official travelers are limited to reimbursement for lodging sufficient to accommodate the official traveler(s).

2. Long-term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.

3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.

4. The applicable daily M&IE rate is not prorated.

5. AEA must be:

a. Authorized/approved by the AO and

b. In the Gov't's interest. See par. 4305.

I. Dependents Accompanying Traveler on TDY. The fact that a traveler's dependent(s) may accompany the traveler on TDY, at personal expense, does not increase or decrease the traveler's per diem rate. Authorized per diem (lodging plus M&IE) is calculated as if the traveler were not accompanied by dependents, except that IAW pars. 4130-A7 and -A8, the lodging reimbursement is limited to the cost of lodgings sufficient to accommodate the official traveler(s).

J. Lodging in other than Commercial Facilities. When no commercial lodging facility is available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than a commercial facility is allowed. Such facility may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide a written explanation that is acceptable to the AO. Reimbursement must not exceed the locality per diem rate.

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

L. Online Booking Tool

1. General. A traveler must:

a. Follow Service/DoD Component procedures for making lodging reservations, and

b. Reserve a room directly with the hotel/chain, if authorized by the Service/DoD Component. This includes using the hotel's online website.

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

a. Daily hotel room costs;

b. Daily hotel taxes; and

c. Daily miscellaneous fees, if applicable.

M. Advance Lodging Deposit. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.

2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the DoD Component/Service.

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

4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

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

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

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

4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;

2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the Gov't Qtrs would be available upon return);

3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;

4. Must be approved after the fact (or may be authorized in advance ICW par. 4145-B3 analysis) by:

   a. An amended order, or

   b. The AO on the travel voucher.

5. Is limited to a maximum of 7 consecutive days.

6. Extensions (more than 7 consecutive days) must be approved (after travel) (or may be authorized in advance if par. 4145-B3 applies) by the Secretarial Process. See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.

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

1. It is necessary for a traveler to retain lodging (for other than personal convenience) at one TDY location (Location A) and procure lodging at a second TDY location (Location B) on the same calendar day;

2. The traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control (60 Comp. Gen. 630 (1981)). **Example**: Traveler is TDY to another location, intending to return that night, but is forced to remain overnight due to mechanical problems.;

3. There is an economic impact based on (but not limited to):

   a. Daily/weekly/monthly room rates,

   b. Availability,

   c. Storage charges, or

   d. Shipment costs.

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

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

C. Lodging Cost

1. Per Diem. Per diem, for the day(s) dual lodging is authorized/approved, is based on the lodging cost incurred at the second TDY location (Location B) where the traveler remained overnight.

2. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is a reimbursable expense (App G) if approved by the AO (60 Comp. Gen. 630 (1981)).

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

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

F. Long-term Dual Lodging Not Allowed

1. Long-term dual lodging is not authorized.

2. An order may not authorize long-term dual lodging.

3. Multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at the TDY site on the order is not authorized and violates the intent of this authority.

4. Known TDY locations must be named in the order.

G. Computation Examples

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

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

Per Diem Rates			
Location	**Max Lodging**	**M&IE**	**Total**
A	$130	$46	$176
B	$119	$46	$165

Reimbursement for the Location A Apartment for 5 days		
Lodging Cost	Number of Days	Total
$45	5	$225

Per Diem for the TDY Assignment in Location B		
First Day (Departure day from Location A and arrival day in Location B):		
Lodging	M&IE	Total
$95	$46	$141 plus lodging tax (***NOTE***)
Second thru Fifth Day (Lodging cost + M&IE)/day x 4 days		
Lodging	M&IE	Total
$95	$46	$141/day x 4 days = $564 plus lodging tax (***NOTE***)
Return day to Location A (Lodging cost + M&IE)		
Lodging	M&IE	Total
$45	$46	$91

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

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

4150 LODGING OBTAINED AFTER MIDNIGHT

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

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

4155 LONG-TERM TDY LODGING

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

B. Computation

1. When a traveler rents/leases lodging on a weekly, monthly, or long-term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

2. This computation presumes that the traveler acts prudently in renting by the week or month, and that the Gov't cost does not exceed the cost of renting conventional lodging at a daily rate.

3. This does not apply when a residence is purchased. See par. 4165.

C. Computation Example

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

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

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

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

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

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

B. Expenses

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

a. Utility use and connection/disconnection (e.g., electricity, natural gas, water, fuel oil, sewer);

b. Dumping;

c. Showers;

d. Cleaning/maids;

e. Cable TV;

f. Automobile head bolt heaters plug in (if ordinarily included in the price of a hotel/motel room in the area concerned); and

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

(1) Installation charges;

(2) Unofficial long distance calls; and/or

(3) Personally owned mobile phone monthly fees when used in lieu of an installed phone. See App G for official communications.

2. Lodging Expenses. Allowable lodging expenses include:

a. Apartment, house, or recreational vehicle rent;

b. Parking space for the recreational vehicle rent;

c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and

d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. B-254626, 17 February 1994.

3. Furniture Expenses

a. Rental

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

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

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

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

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

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

4165 RESIDENCE OR RECREATIONAL VEHICLE PURCHASED AND USED FOR TDY LODGING

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

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

4175 LODGING PER DIEM COMPUTATION

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

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

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

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

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 3: M&IE

4200 M&IE RATE DETERMINATION

A. Day of Departure/Return. On the day of departure/return to the PDS, the GMR, PMR, $3.50 IE and reduced per diem rate do not apply.

B. CONUS Full Days

1. Members Only

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel. Use the M&IE rate for the locality concerned.

*b. Government Meal Rate (GMR). The standard GMR paid for meals in a Gov't dining facility plus $5 IE is paid. This rate applies each day that:

(1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY,

(2) The GMR is directed,

*(3) The Gov't dining facility is available for all three meals on the U.S. Installation to which the member is assigned TDY, and

(4) The member is not traveling.

c. Proportional Meal Rate (PMR). The PMR plus $5 IE is paid. The PMR applies each day that:

(1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY,

*(2) At least one meal is available and directed in a Gov't dining facility on the U.S. Installation to which the member is assigned TDY, and

(3) The member is not traveling.

d. Member Directed to Procure Private Sector Lodging off the U.S. Installation. When adequate Gov't Qtrs are available but a member is directed to procure private sector lodging off the U.S. Installation, the member is treated as though the Gov't Qtrs are not available and is authorized the locality meal rate instead of the GMR/PMR and $5 IE. ***Just because Gov't Qtrs are available, a command cannot send a member into private sector lodging off the U.S. Installation and use the technical Gov't Qtrs 'availability' to reduce the locality meal rate to the GMR/PMR.***

2. Employees Only

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official CONUS travel. Use the M&IE rate for the locality concerned.

b. Government Meal Rate (GMR). The standard GMR, plus $5 for IE on any day the GMR rate is prescribed IAW par. 4200, or

c. Proportional Meal Rate (PMR). The PMR, plus $5 for IE on any day the AO specifies the PMR rate.

C. OCONUS Full Days

1. Members Only

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel. Use the M&IE rate for the locality concerned.

*b. GMR. The Standard GMR paid for meals in a Gov't dining facility plus the appropriate IE rate is paid. This rate applies each day that:

(1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY,

(2) The GMR is directed,

*(3) The Gov't dining facility is available for all three meals on the U.S. Installation to which the member is assigned TDY, and

(4) The member is not traveling.

c. PMR. The PMR plus the IE rate is paid. The PMR applies each day that:

(1) Adequate Gov't Qtrs are available on the U.S. Installation, to which the member is assigned TDY (par. 4200-C5),

*(2) At least one meal is available and directed in a Gov't dining facility on the U.S. Installation to which the member is assigned TDY, and

(3) The member is not traveling.

d. OCONUS IE

(1) The OCONUS IE rate used is:

(a) $3.50 when the member is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation, or.

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

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

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

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

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

(c) The $3.50 IE rate does not apply on any day the member is traveling.

e. Member Directed to Procure Private Sector Lodgings off the U.S. Installation. When 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 Qtrs are not available and is authorized the locality meal rate instead of the GMR/PMR plus the locality IE rate unless the $3.50 IE rate is authorized under par. 4200-C1d(2). ***Just***

because 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 M&IE to the GMR or PMR.

2. Employees Only

a. Locality Rate. The applicable per diem rate for reimbursement of subsistence expenses incurred during official OCONUS travel plus:

(1) $3.50 if the employee is TDY to a U.S. Installation and lodged in Gov't Qtrs on the U.S. Installation unless the AO determines the $3.50 is not adequate and authorizes the locality IE rate, or

(2) $3.50 if the AO determines $3.50 to be adequate for anticipated expenses when lodged off the U.S. Installation, or

(3) The locality IE rate.

*b. GMR. The Standard GMR for meals in a Gov't dining facility, plus the IE rate, on any day the GMR rate is prescribed IAW par. 4200, or;

c. PMR. The PMR plus the IE rate on any day the AO specifies the PMR rate.

d. IE Rate

(1) Travel Order. If the AO authorizes the locality IE rate when lodged on the U.S. Installation the employee is TDY or the $3.50 IE rate when lodged off installation, it must be stated on the order.

(2) Travel Day. The $3.50 IE rate does not apply on any day the employee is traveling.

D. Combatant Command (COCOM), Joint Task Force (JTF) AOR, and Schoolhouse Training (Formal Courses of Instruction)

1. Authority. The schoolhouse/COCOM/JTF commander:

*a. Determines the appropriate meal rate (GMR, PMR or locality meal rate based on Gov't dining facility availability) regardless of what the AO puts in the TDY order, to the contrary.

b. May only specify the GMR for a day when all 3 meals are available.

c. May only specify the PMR when at least one meal a day is available.

2. Meal Rate Information. Information about the course that provides the appropriate meal rate:

a. Should be documented in the order, including the source of the information, and

b. That is not available prior to order issuance must be provided to the traveler, by the commander/designee, upon arrival and submitted with the travel voucher.

*3. Gov't Dining Facility. A Gov't dining facility is:

*a. Available only if Gov't Qtrs on a U.S. Installation are available and the command controlling the Gov't dining facility has made the dining facility available to the traveler.

b. ***Not available*** on an interim travel day, except when traveling within the AOR IAW par. 4605-B1c.

4. Gov't Qtrs (Employees Only). Gov't Qtrs use may *not* be directed for an employee (par. 1055-A) unless TDY to an Integrated Lodging Program Pilot location, IAW par. 1265.

4205 DEDUCTIBLE MEALS

A. PMR Application

1. The PMR in pars. 4200-B1c and 4200-C1c applies on any day (except travel days to and from the PDS) when one or two deductible meals are provided.

2. The Gov't should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem).

3. A meal provided to the traveler for which the Gov't pays nothing does not affect per diem payment.

4. The following examples show how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check App A1, for the current GMR.

a. PMR Computation

(1) The PMR example below uses the Standard CONUS M&IE rate of $51 and the Standard GMR of $13.85 to compute the PMR amount. The $51 consists of $46 for meals and $5 for incidental expenses (IE). ***The rates used are for illustrative purposes only.***

(2) The PMR is the average of the standard GMR and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar. Only the meal rate (not the entire M&IE rate) is used to compute the PMR.

(3) The appropriate IE rate is added to the PMR to create the proportional M&IE rate.

(4) Example:

Step 1	Add the locality meal rate and GMR	$46 + $13.85 = $59.85
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	$59.85 ÷ 2 = $29.925 (Rounded to $30)
Step 3	Add Step 2 total to the CONUS IE rate	$30 + $5 = $35
Step 4	Proportional Meal and IE Rate	$35

*b. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is $55/night and GMR is $13.85. Gov't furnished meals are not available for the first and last day; however, two Gov't meals are available for the second day. The AO authorizes a PMR of $30 for the second day. Gov't dining facility deductions are not taken for the arrival and departure travel days (see pars. 4065-4080).

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
	Computation	Total
Day 1	$55 + [($51(M&IE) x 75 %) = $38.25] =	$93.25
Day 2	$55 + $30 (PMR) + $5 IE =	$90.00
Day 3	$51 x 75% =	$38.25
TOTAL		**$ 221.50**

B. Deductible Meal. A deductible meal is a meal:

1. Made available pursuant to an agreement between the Gov't and any organization, if the order:

   a. ***Directs use*** of the facility providing the meal(s) (Members Only), or

   b. Indicates the facility providing the meal(s) is available (Employees Only);

2. Included in a Gov't paid registration fee;

3. Furnished at no cost to the traveler by a school while attending a course of instruction if the Gov't ultimately pays the school for the meal cost;

4. Furnished by the Gov't at no cost to a traveler;

5. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost $75 without breakfast; lodging cost $85 with breakfast); or

6. Provided by a lodging establishment when meal(s) are included in the lodging cost under an agreement between the Gov't and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).

C. Light Refreshments. 'Light refreshments' (including a continental breakfast):

1. Constitute a deductible meal if otherwise qualified above and served at a meal time (e.g., breakfast 0600-0800).

2. Served during a break (not at a meal time) do not constitute a deductible meal.

D. Meals Provided/Consumed. If all three meals are provided/consumed at no cost to the traveler, only the IE for that day is payable (CONUS: $5; or OCONUS: the locality IE rate, or $3.50).

E. AO Authority. The AO may authorize/approve the locality meal rate or PMR, as applicable, if the traveler:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs (the AO may require substantiating documentation from the appropriate professional authority), and

2. Attempted, but is unable, to make, alternative meal arrangements for a substitute meal, and

3. Must purchase a meal that satisfies the medical requirements or religious beliefs, or

4. Is unable to eat the deductible meal due to mission.

4210 NON DEDUCTIBLE MEALS

A. Non Deductible Meal. The following is not a deductible meal:

*1. Box/'bagged' meal from a Gov't dining facility, (e.g., C Rations, K Rations, MREs) except when the Gov't dining facility box/'bagged' meal is the ***only method*** of providing an adequate meal to a member. ***NOTE: See par. 4605 for a traveler on TDY within a COCOM or JTF AOR.***,

2. In flight meal,

3. Rations furnished by the Gov't on military aircraft,

*4. Gov't meal consumed in a Gov't dining facility,

5. Meal furnished on a commercial aircraft,

6. Meal provided by a private individual, or

7. A no cost complimentary meal provided by a lodging establishment (i.e., the lodging cost is $75 with ***or*** without breakfast).

B. Limitations

1. Members Only

*a. An organization may not provide a Gov't meal in a Gov't dining facility at no charge to a TDY member and order it used as a deductible meal for per diem.

*b. An organization may not treat TDY members as permanent party by providing Gov't meals in a dining facility at no charge like in Essential Station Messing (ESM) as addressed in DoD FMR, Vol. 7A, par. 250204.C1.

*c. A Gov't dining facility is available only when Gov't Qtrs on the U.S. Installation on which the member is TDY are available (see par. 4235-B1).

d. DoD FMR Vol. 7A, Ch 25 and Vol. 12, Ch 19 prohibit military members from being provided meals or rations at no charge by or on behalf of the Gov't while entitled to BAS (***NOTE: Members on TDY receive BAS.***) for the same period of service, except when a patient is in a hospital. See par. 4235-C.

*e. **Example**. A member is TDY with a unit conducting an exercise. The U.S. Installation on which the member is TDY does not have enough on base lodging for all members in TDY status. Member receives a non-availability of Gov't Qtrs and lodges off base during the exercise. Because Gov't Qtrs are not available, the dining facility is therefore also not available. Consequently, the AO may not direct member to the GMR or PMR (i.e., to eat all/some meals in dining facility) and the member must be reimbursed for meals at locality per diem meal rate, regardless if member chooses to purchase/consume one or more meals in the Gov't dining facility.

2. Employees Only

*a. An organization may not provide a Gov't meal in a Gov't dining facility at no charge to a TDY employee and order it used as a deductible meal for per diem.

*b. A Gov't dining facility is available only when Gov't Qtrs on the U.S. Installation where the employee is TDY are available and the command controlling the Gov't dining facility on that U.S. Installation has made the Gov't dining facility available to the traveler. See par. 4200.

c. DoD FMR Vol. 12, Ch 19 prohibits Federal civilian employees from eating in appropriated fund dining facilities without charge.

4215 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. 4205-B5 and 4205-B6 when a charge for meals is added to the lodging cost. See CBCA 1900-TRAV, 3 May 2010.

4220 LODGING AND MEALS PROVIDED WITHOUT COST

A. General. On a day that all meals and lodging are provided without cost to a traveler ICW a TDY or training assignment, the per diem is:

1. CONUS: $5 IE; or

2. OCONUS:

a. Members Only

(1) $3.50 IE, if the member is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation, or

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

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

(4) The AO may determine $3.50 is:

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

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

b. Employees Only

(1) $3.50 IE, if the employee is TDY to a U.S. Installation and lodges in Gov't Qtrs on that U.S. Installation, or

(2) The OCONUS locality IE, or

(3) The AO may determine $3.50 is:

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

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

B. Maximum Per Diem

1. General. Whatever is spent for meals and lodging furnished without expense to the traveler, when combined with the applicable IE, must not exceed the applicable maximum per diem rate.

2. Field Duty/Field Training Exercise

a. Members Only. See par. 4090-E for per diem ICW field duty.

b. Employees Only. See par. 4090-F for per diem when TDY is performed in support of a field training exercise with a military unit.

4230 OCCASIONAL MEALS AND/OR LODGING

A. Members Only

1. General. A member is authorized reimbursement for meals and/or lodging when the AO determines the member must execute one of the occasional meals and lodging requirements ***and*** is in a status IAW this par.

2. Requirements

a. Procure lodging from commercial, Gov't or NAF sources;

b. Use Gov't Qtrs and pay a service charge;

c. Retain lodging at a prior TDY location when the retention is authorized/approved by appropriate authority; or

d. Procure meals from commercial or NAF sources;

3. Status

a. Member Escorting Arms Control Inspection Team/Members. Within PDS limits, only for a member escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in country period referred to in the treaty or agreement. See par. 4100-A4.

b. TDY within the PDS Local Area (Outside the PDS Limits). See par. 4100-B.

c. Members Traveling Together with No/Limited Reimbursement. See par. 4090-G.

d. TDY or Training Duty Aboard a Ship. See par. 4110.

e. Field Duty. See par. 4090-E and 4090-F.

f. A Member and/or Straggler Separated from Others Traveling Together Under an Order Directing No/Limited Reimbursement Travel. See pars. 4090-G and 4090-H.

g. EUM. See par. 4240.

h. Inpatient. See par. 4090-L.

*i. SROTC Member. Lodging and meal expense at a point of delay for an SROTC member performing travel to/from field training/practice cruises and delayed through no personal fault at a location where no Gov't Qtrs or Gov't dining facility are available. See par. 7375-B7.

4. Computation

a. Lodging

(1) Allowable Amount. The amount allowed is the member's lodging cost NTE the maximum lodging amount within the per diem rate for the TDY locality.

(2) Reimbursement in Excess of Allowable. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, the AO may authorize reimbursement in greater amounts for the occasional lodging cost. See Ch 4 Part C.

(3) Lodging Procurement Required. When a member is required to procure/retain unoccupied lodging

or to procure/retain lodging at more than one location on any calendar day, reimbursement is IAW par. 4145.

b. Meals

(1) Procured Meals Required. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no IE) based on the applicable per diem rate for the TDY locality.

(2) More than One Locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

B. Employees Only

1. General. An employee may incur expenses for occasional meals and/or lodgings when lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours.

2. Authorization/Approval. The AO may authorize/approve:

a. The actual amount paid up to the PMR (no IE) in par. 4200-B1c and 4200-C2b for meals, and/or

b. Lodging up to the maximum lodging per diem rate,

when the traveler is required to purchase these items and per diem is not authorized.

3. AEA. See Ch 4, Part C if the lodging/meal costs exceed the maximum rates.

***4235 GOV'T DINING FACILITY (Members Only)**

*A. Dining Facility Available. A Gov't dining facility on the U.S. Installation must be used to the maximum extent practicable by members quartered on a U.S. Installation.

*B. Dining Facility Not Available. A Gov't dining facility is not available:

1. When Gov't lodgings on the U.S. Installation are not available (see Ch 2, Part H);

2. On travel days; or

3. When an AO determines:

*a. The use of the Gov't dining facility adversely affects mission performance;

*b. There is excessive distance between the Gov't dining facility and places of duty, and/or of lodging;

*c. Transportation is not reasonably available between the Gov't dining facility and places of duty, and/or of lodging; or

*d. Duty hours and Gov't dining facility operating hours are not compatible.

C. GMR/PMR Documentation

1. GMR/PMR Directed. An order must direct the GMR or PMR if one of these rates is to apply.

*2. Gov't Dining Facility not Available. If the GMR or PMR is directed, but the Gov't dining facility is not available, the member must be reimbursed:

a. The locality meal rate if all three meals were not available; or

b. The PMR if one or two meals were not available;

3. Non Availability Approval. The AO must approve the member's non availability certification.

4. Order Modification. An order modification must be made to document the meal rate change.

5. GMR/PMR not Directed. If an order does not direct the GMR or PMR, the locality meal rate is paid (an exception to this is schoolhouse training (par. 4200-D).

6. Deductible Meals. See par. 4205.

D. Limitations

*1. An organization may not treat TDY members as permanent party by providing Gov't meals in a dining facility at no charge like in Essential Station Messing (ESM) in DoD FMR, Vol. 7A, par. 250204.C1.

*2. A TDY member pays for meals in the Gov't dining facility and is authorized the GMR/PMR except for limited circumstances:

a. Field duty (par. 4090-E and 4090-F),

b. Sea duty (par. 4110),

c. EUM (par. 4240),

d. Members traveling together with no/limited reimbursement (par. 4090-G), and

e. JTF operations (par. 4600).

3. See DoD FMR, Vol. 7A, Ch 25 for pay account collection.

4240 ESSENTIAL UNIT MESSING (EUM) (Members Only)

*A. General. There is no authority to pay for meals when the Secretary Concerned/Combatant Commander/JTF Commander, determines that Gov't dining facility use is essential to accomplish training and readiness.

B. Start/End Time. The prohibition on paying for meals begins at 0001 on the first full EUM day and ends at 2400 on last full EUM day.

C. Meal Procurement Required. A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. 4230.

D. IE Rate. The IE rate paid is:

1. $5 in a CONUS locality, or

2. $3.50, in an OCONUS locality, if the member is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation, or

3. The locality IE rate in an OCONUS locality when the member's TDY location is not a U.S. Installation, or

4. The locality IE rate when the member is TDY to a U.S. Installation and Gov't Qtrs are not available on the U.S. Installation, or

5. In an OCONUS locality the AO may determine $3.50 is:

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

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

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 4: LONG-TERM TDY FLAT RATE PER DIEM

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

4250 LONG-TERM TDY FLAT RATE PER DIEM

A. General

1. A reduced flat rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location) except as indicated in par. 4250-B.

a. Long-term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.

b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.

2. If a travel order/authorization is later amended and the original order is for:

a. 30 days or less and the amendment extends the TDY to 31 (or 181) days or more from the amendment date, the locality per diem rate applies through the amendment date and the reduced flat rate per diem (75% or 55%) applies beginning the day after the amendment is issued,

b. 31-180 days and the amendment extends the TDY to 181 days or more from the amendment date, the 75% reduced per flat per diem applies through the date of the amendment and the 55% reduced flat rate per diem applies beginning the day after the amendment is issued.

c. 31 (or 181) days and is amended to curtail the TDY, the original reduced flat rate per diem authorized for the original TDY period applies for the entire TDY.

3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat rate per diem is increased or decreased accordingly unless the traveler has entered into a long-term lease and the fixed rate per diem no longer covers the cost of lodging. See par. 4250-B3.

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

*1. The lodging portion of flat rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, or meals are available and directed in a Gov't dining facility, the GMR or PMR (or IE only) is applicable and flat rate per diem is not applicable.

2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging. Flat rate per diem is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, when otherwise incurring no lodging cost or lodging in Gov't Qtrs on a Gov't Installation. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW pars. 4250-A1 and 4250-A2. See par. 4250-B1 for proper payment of M&IE if any meals are provided.

*3. If a traveler is unable to arrange suitable commercial lodging (e.g., safe, secure, clean and within a reasonable proximity to the TDY duty location) on their own, the TMC must be contacted for assistance. If the TMC is unable to arrange suitable lodging at the reduced per diem rate, then the AO may authorize actual lodging, NTE the locality per diem rate, IAW pars. 4130 and 4155, but the M&IE is still paid at the 75% or 55% rate, as applicable. The AO may determine that lodging is not suitable due to force protection/security concerns in foreign locations and authorize actual lodging, NTE the locality per diem rate, but the M&IE is still paid at the 75% or 55% rate, as applicable.

4. Long-term TDY flat rate per diem applies to TDY at the specified location. If a traveler is sent TDY to another location, per diem computed using the Lodging Plus method, for that area, applies. If the additional TDY period is considered a second long-term TDY period, then the rules in par. 4250-A1 apply to the second TDY.

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

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

7. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.

8. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (App G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem rate.

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

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

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

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

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

(2) Mail:

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

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

Effective 17 May 2016

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

Location	Effective Date	Biennial Recertification Date
Wake Island	05-17-16	05-17-18
Johnston Island	05-17-16	05-17-18
Midway Islands	05-17-16	05-17-18

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

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

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

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

3. Example

a. A traveler is on a long-term TDY over 180 days to a location with a per diem rate of $142 ($91/$51). Traveler is paid 55% per diem and renting an apartment ($1,200/month).

b. The authorized per diem rate is $78.10 (i.e., 55% of the locality rate of $142). The lodging portion of per diem is $50.05 (55% x $91).

c. Because the actual amount of lodging, $40/day (i.e., $1,200/30 days) is less than the lodging portion of per diem, the traveler is reimbursed $40/day for retained lodging during an authorized absence.

D. Long-Term TDY Flat Rate Per Diem Examples

1. Without Long-Term Lodging Taxes

<table>
<tr><td colspan="5">A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order. The locality per diem rate for the location is $259 ($198/$61). The flat rate per diem for each full day of TDY is $142.45 ($259 x 55%). On the day of arrival (travel day), the traveler stays in a hotel and pays $180 for lodging and $15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long-term lodging cost is $95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is $0.</td></tr>
<tr><td></td><td>Lodging</td><td>M&IE</td><td>Total Per Diem</td><td>Reimbursable Expenses</td></tr>
<tr><td>Pay the arrival day (travel day)
Lodging: $180
M&IE: $45.75
($61 x 75% = $45.75)
Lodging tax: $15</td><td>$180</td><td>$45.75</td><td>$225.75</td><td>$15</td></tr>
<tr><td rowspan="2">Pay the first full TDY day up to the day before departure from the TDY location: $142.45/day</td><td colspan="2">$142.45 Flat Rate
or</td><td rowspan="2">$142.45</td><td rowspan="2"></td></tr>
<tr><td>($198 x 55%)
= $108.90</td><td>($61 x 55%)
= $33.55</td></tr>
<tr><td>Pay the departure TDY day (travel day) to the PDS: $45.75 ($61 x 75% = $45.75).</td><td>$0</td><td>$45.75</td><td>$45.75</td><td></td></tr>
</table>

2. With Long-Term Lodging Taxes

<table>
<tr><td colspan="5">A member is ordered TDY to a CONUS/Non-Foreign OCONUS location for two months. The traveler is authorized 75% flat rate per diem in the TDY order. The locality per diem rate for the location is $259 ($198/$61). The flat rate per diem for each full day of TDY is $194.25 ($259 x 75%). On the day of arrival (travel day), the traveler stays in a hotel and pays $180 for lodging and $15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long-term lodging cost is $145/night for each full day of TDY and the daily lodging tax is $12. When the computed lodging portion of flat rate per diem plus taxes (based on the computed lodging portion of flat rate per diem) exceeds the computed lodging portion of flat rate per diem, the taxes are a reimbursable expense. The computed lodging portion of flat rate per diem is $148.50 ($198 x 75%). The traveler is paying $145/night plus $12/day for taxes, totaling $157. $8.50 is the reimbursable excess amount ($157-148.50 = $8.50).</td></tr>
<tr><td></td><td>Lodging</td><td>M&IE</td><td>Total Per Diem</td><td>Reimbursable Expenses</td></tr>
<tr><td>Pay the arrival day (travel day)
Lodging: $180
M&IE: $45.75
($61 x 75% = $45.75)
Lodging tax: $15</td><td>$180</td><td>$45.75</td><td>$225.75</td><td>$15</td></tr>
<tr><td rowspan="2">Pay the first full TDY day up to the day before departure from the TDY location: 194.25/day plus $8.50 lodging tax.</td><td colspan="2">$194.25 Flat Rate
or</td><td rowspan="2">$194.25</td><td rowspan="2">$8.50</td></tr>
<tr><td>$198 x 75%
= $148.50</td><td>$61 x 75%
= $45.75</td></tr>
<tr><td>Pay the departure TDY day (travel day) to the PDS: $45.75 ($61 x 75% = $45.75).</td><td>$0</td><td>$45.75</td><td>$45.75</td><td></td></tr>
</table>

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 5: COMPUTATION EXAMPLES

4280 PER DIEM COMPUTATION EXAMPLES

A. Lodging Tax

1. CONUS/Non Foreign OCONUS Locations. Lodging tax in CONUS and non-foreign OCONUS locations is ***not included*** in per diem and is a ***reimbursable expense***.

2. OCONUS Foreign Locations. Lodging tax in OCONUS foreign locations ***is included*** in per diem and is ***not a reimbursable expense***.

B. TDY Mileage Rates. The TDY mileage rates used in the examples below are for illustrative purposes and may not reflect current rates. Par. 2600 prescribes current TDY mileage rates and par. 2605 prescribes the current MALT.

C. Per Diem Rates. The per diem rates used in the examples below are for illustrative purposes and may not reflect current rates. See per diem rates on the DTMO website for current rates.

D. Examples. 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.

1. **Members Only**

a. **Example 1**. Per Diem Rate/POC TDY Mileage Computation.

A member is ordered TDY for two days, POC use between the residence and TDY station (not a U.S. Installation) is to the Gov't 's advantage and authorized on the order (par. 4710). The member arrives at the TDY station on day 2 and completes the TDY assignment on day 4. Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.

The per diem rate for the TDY location is $131 ($85/ $46); actual lodging cost is $90/night. The per diem rate for both stopovers is $141 ($85/ $56); actual lodging cost is $60/night. The 12 hour rule does not apply because the TDY period is over 12 hours.

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).

ITINERARY					
Date	**Depart**	**Arrive**	**Per Diem Rate**	**Lodging Cost**	**POC Distance**
10 May	Residence	1st Stopover	$141 ($85/ $56)	$60	400 miles
11 May	En Route	TDY Station	$131 ($85/ $46)	$90	15 miles
12 May	TDY Station	TDY Station	$131 ($85/ $46)	$90	
13 May	TDY Station	2nd Stopover	$141 ($85/ $56)	$60	365 miles
14 May	En Route	Residence	Use 2nd Stopover M&IE		50 miles

REIMBURSEMENT		
Day 1	$60 + [$56 x 75%] = $60 + $42 =	$102.00
Day 2	$90 = ($90 limited to $85) + $46 =	$131.00
Day 3	$90 = ($90 limited to $85) + $46 =	$131.00
Day 4	$60 + $56 =	$116.00
Day 5	$56 x 75% =	$ 42.00
1 round trip of 830 miles (official distance) x $.575/mile =		$ 477.25
Total Reimbursement		**$999.25**

b. **Example 2**. Per Diem Rate – Standard GMR/PMR and POC TDY Mileage Computation

*A member is TDY to a U.S. Installation at which Gov't lodging ($6/night) and dining facility are available. GMR is directed in the order. The AO approves the PMR on the 17th because breakfast was not available.

POC use between the residence and TDY station is to the Gov't 's advantage and is authorized on the order (par. 4710).

The maximum per diem rate is $131 ($85/ $46). Standard GMR (par. 4200-B1b) is $13.85 and the PMR (par. 4200-B1c) is $28 plus the CONUS $5 IE rate applies in this example.

NOTE: Gov't dining facility deductions are never made for arrival and departure days. The GMR and PMR rates used in this example are for illustrative purposes only –App A for the current GMR.

ITINERARY			
Date	**Depart**	**Arrive**	**POC Distance**
15 March	Residence	TDY Station	325 miles
16 to 18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles

REIMBURSEMENT		
15 March	$6 + ($46 x 75%) = $6 + $34.50 =	$ 40.50
16 March	$6 + $13.85 (GMR) + $5 (IE) =	$ 24.85
17 March	$6 + $28 (PMR) + $5 (IE) =	$ 39.00
18 March	$6 + $13.85 (GMR) + $5 (IE) =	$ 24.85
19 March	$46 x 75% =	$ 34.50
1 round trip of 650 miles (official distance) x $.575/mile =		$ 373.75
Total Reimbursement		**$537.45**

c. **Example 3**. Per Diem Rate – AOR Travel Computation. Member is TDY in an AOR.

2 & 3 Jan	The member departed the residence via POC (2 Jan), and was en route awaiting transportation without procuring lodging.
4 Jan	Arrives at the AOR TDY station.
5 to 30 Jan	The member stayed in Gov't Qtrs and received $3.50 per day.
31 Jan	The member departed the AOR TDY station and arrived at another AOR location.
1 Feb	The member departed the AOR location and arrived at an approved delay stopover point, procuring lodging.
2 Feb	The member departed the stopover point and arrived at the residence.

PER DIEM COMPUTATION:

Date	**Travel Plan**	**Transportation Mode/Means**	**Reason For Stop**	**Per Diem Rate**	
2 Jan	Depart Residence (Departure Day)	PA		$15 ($0/ $15)	TDY Destination
	En route (no lodging required)	TP	AT		
3 Jan	En route (no lodging required)	TP	AT	$15 ($0/ $15)	TDY Destination
4 Jan	Arrive TDY location (enter AOR)	TP	TD	$15 ($0/ $15)	TDY Destination
5 to 30 Jan	TDY (AOR) (Lodging in Gov't Qtrs)	--	TD	$3.50 ($0/ $3.50)	TDY Destination
31 Jan	Depart TDY (AOR)	TP	--	$3.50	AOR to AOR
	En route (AOR to AOR)	TP	AT		
1 Feb	En route (exit AOR/lodging)	TP	AD	$190 ($126/ $64)	Stopover Point
2 Feb	Arrive Residence	PA	MC	$190 ($126/ $64)	Preceding calendar day's M&IE rate

REIMBURSEMENT		
2 Jan	$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)	$11.25
3 Jan	$15/day x 1 day = (TDY destination M&IE, no lodging required)	$15.00
4 Jan	$15/day (TDY destination M&IE, lodging $0)	$15.00
5 to 30 Jan	$3.50/day x 26 days = (AOR M&IE, lodging $0)	$91.00
31 Jan	$3.50/day (En route AOR to AOR M&IE, lodging $0)	$3.50
1 Feb	$70 + $64 = $134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at $70)	$134.00
2 Feb	$64/day x 75% = (75% of preceding calendar day's M&IE rate)	$48.00
	MEMBER REIMBURSEMENT	**$317.75**

2. **Employees Only**

a. **Example 1**. TDY Travel

An employee is TDY for 9 1/2 days. The employee departed the residence and arrived at the TDY station on Day 1. The employee departed the TDY station and arrived at the residence on Day 10. Lodging was obtained for 9 nights, two of which were spent in Gov't Qtrs with charge, and one night at a friend's house at no cost. The employee paid $40/night for 6 nights of lodging in a hotel, $4 for 2 nights spent in Gov't Qtrs, but no cost for the lodging night at a friend's home at the TDY location. Per diem is computed as follows:		
Day 1 (departure day)	$40 (lodging) + 75% x $51 (M&IE) =	$ 78.25
Days 2 to 6	($40 (lodging) + $51 (M&IE))/day x 5 days =	$455.00
Days 7 & 8	($4 (lodging) + $51 (M&IE))/day x 2 days =	$110.00
Day 9	$0 (lodging) + $51 (M&IE) =	$ 51.00
Day 10 (return day)	75% x $51 (preceding calendar day M&IE rate) =	$ 38.25
	AMOUNT DUE EMPLOYEE	**$732.50**
Per diem for each day is derived by adding the applicable M&IE rate to the actual daily lodging cost – reimbursement is NTE the maximum per diem rate for the locality concerned. This example uses the Standard CONUS per diem rate of $142 ($91/ $51).		
Day 1 (departure day) the applicable per diem rate is the lodging cost ($40) plus 75% of the M&IE rate ($51) ($38.25) for that day; pay $78.25.		
Days 2 to 6 the applicable per diem is lodging cost ($40) plus the M&IE rate ($51) x the number of days (5); pay $455.		
Days 7 & 8 the applicable per diem is the lodging cost ($4) plus the M&IE rate ($51) x the number of days (2); pay $110.		
Day 9 the applicable per diem is the M&IE rate ($51) plus the lodging cost ($0), pay $51.		
Day 10 (return day) the applicable per diem rate is 75% of the preceding calendar day's M&IE rate ($51); pay $38.25.		
The per diem authority began with the departure day, and continued through the return day to the PDS, residence, or other authorized point. The different lodging amounts could have applied to any days without change to the total.		

b. **Example 2**. TDY Travel

DEPART	Residence	1st Day	
ARRIVE	Goteborg, Sweden	2nd Day	
TDY	Goteborg, Sweden	3rd - 7th day	
DEPART	Goteborg, Sweden	8th Day	
ARRIVE	Residence	8th Day	
Gov't Qtrs were occupied (not on a U.S. Installation) for 6 nights at Goteborg, Sweden at $4 per night. The per diem rate for Goteborg, Sweden at the time the employee traveled was $256 maximum ($143/ $113).			
PER DIEM COMPUTATION			
Day 1	Travel day with no lodging expense	$113 x 75% (M&IE for Goteborg) =	$ 84.75
Day 2	Arrival day	$4 (Gov't Qtrs charge) + $113 (M&IE for Goteborg) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) =	117.00
Day 3 to 7	TDY at Goteborg $23 (incidental rate for Goteborg)	$4 (Gov't Qtrs charge) + $23 (3 deductible meals furnished each day without charge (par. 4205) = $27/day x 5 days =	135.00
Day 8	Travel day with no lodging expense	$113 (M&IE for Goteborg) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	$ 84.75
		AMOUNT DUE	**$421.50**

c. **Example 3**. TDY Travel Involving IDL with a 'Lost' Day

TDY location lodging cost is $135/night. The per diem rate is $225 ($135/ $90).

The employee departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 & 8/19 (Wednesday and Thursday) are treated as one day for per diem computation purposes because the employee did not arrive at the TDY location until 8/20. Upon return (west to east) when employee crosses the IDL, the employee is paid M&IE for two 8/25 dates.

***A Gov't dining facility is not available at the TDY point. AEA is not authorized.**

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
20 to 24 Aug (Fri to Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	$90 x 75 % =	$67.50
20 to 24 Aug (Fri to Tues)	$135 (lodging) + $90 (M&IE) = $225/day x 5 days =	$1,125.00
25 Aug Wednesday	$90 (M&IE) =	$90.00
25 Aug Wednesday	$90 x 75 % =	$67.50
	TOTAL	**$1,350.00**

d. **Example 4**. TDY Travel Involving IDL without a 'Lost' Day

TDY location lodging cost is $140/night. The per diem rate is $218 ($146/ $72).

The employee departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the employee arrived on 8/19. Upon return (west to east) when employee crosses the IDL, the employee is paid M&IE for one 8/25 date.

***A Gov't dining facility is not available at the TDY point. AEA is not authorized.**

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thurs to Tues)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	$72 x 75 % =	$54
19 to 24 Aug (Thurs to Tues)	$140 (lodging) + $72 (M&IE) = $212/day x 6 days =	$1,272
25 Aug Wednesday	$72 x 75 % =	$54
	TOTAL	**$1,380**

e. **Example 5**. AOR Per Diem/TDY Travel Overnight – No Lodging Required

An employee is authorized TDY to an AOR. On 2 Jan, the employee departed the residence via POC, and was awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan.

The employee stayed in Gov't Qtrs and received the AOR per diem rate from 5-30 Jan.

The employee departed the AOR TDY station and arrived at another AOR location on 31 Jan.

The employee departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb.

The employee departed the stopover point and arrived at the residence on 2 Feb.

Per diem is computed as follows:

Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		$15 ($0/ $15) TDY Destination
	En route(no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	$15 ($0/ $15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	$15 ($0/ $15) TDY Destination
5 to 30 Jan	TDY (AOR)	--	TD	$15 ($0/ $15) TDY Destination
31 Jan	Dep TDY(AOR)	TP	--	$3.50 (AOR to AOR)
	En route(AOR to AOR)	TP	AT	
1 Feb	En route(exit AOR/lodging)	TP	AD	$190 ($126/ $64) Stopover Point
2 Feb	Arr Residence	PA	MC	$190 ($126/ $64) Preceding calendar day's M&IE rate

REIMBURSEMENT		
2 Jan	$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)	$11.25
3 Jan	$15/day x 1 day = (TDY destination M&IE, no lodging required)	$15.00
4 Jan	$15/day (TDY destination M&IE, lodging $0)	$15.00
5 to 30 Jan	$3.50/day x 26 days = (AOR M&IE, lodging $0)	$91.00
31 Jan	$3.50/day (En route AOR to AOR M&IE, lodging $0)	$3.50
1 Feb	$70 + $64 = $134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at $70)	$134.00
2 Feb	$64/day x 75% = (75% of preceding calendar day's M&IE rate)	$48.00
	PER DIEM REIMBURSEMENT	**$317.75**

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CHAPTER 4: TDY

PART B: PER DIEM

SECTION 6: QUICK REFERENCE TABLES

4290 QUICK REFERENCE TABLES: PER DIEM FOR TDY TRAVEL OF MORE THAN 12 HOURS

The following tables are for reference purposes only. See Ch 4, Part B for applicable per diem rules. See Ch 4, Part F for meal allowances when JTF operations are involved.

A. Departure Day from PDS[5]

The traveler:	**Per Diem is Authorized at:**
Arrives at the TDY location (***not*** on a U.S. Installation) on the same day as departure from the PDS.	75% of the TDY locality M&IE rate[1], plus lodging cost NTE the maximum TDY locality lodging ceiling[2, 4].
Arrives at the TDY location (on a U.S. Installation) on the same day as departure from the PDS. The traveler occupies Gov't Qtrs.	75% of the TDY locality M&IE rate[1], plus the Gov't Qtrs cost[11].
Members Only: Member arrives at the TDY location (on a U.S. Installation where Gov't Qtrs are available) on the same day as departure from the PDS. The member elects to not occupy available directed Gov't Qtrs. Employees Only: Employee arrives at the TDY location (on a U.S. Installation where Gov't Qtrs are available) on the same day as departure from the PDS. The employee elects to not occupy available Gov't Qtrs.	Members Only: 75% of the TDY locality M&IE rate[1], plus the cost of lodging NTE the available Gov't Qtrs cost[11]. No lodging tax reimbursement. Employees Only: 75% of the TDY locality M&IE rate[1], plus the cost of lodging NTE the TDY locality lodging ceiling[8].
Travels overnight and no lodging is required.	75% of the next destination locality M&IE rate [1] (TDY/stopover point) for the departure day.
Stops for the night en route to the TDY location. Overnight lodging is required at a stopover location.	75% of the en route stopover locality M&IE rate, plus lodging cost NTE the stopover locality lodging ceiling[2, 4].
Arrives at the TDY location on the same day as departure from the PDS. A reduced per diem rate is authorized under par. 4095-A.	Members Only: 75 % of the TDY locality M&IE rate[1] plus lodging cost NTE the TDY locality lodging ceiling[2, 4]. Employees Only: 75 % of the TDY locality M&IE rate[1] plus lodging cost NTE the TDY locality lodging ceiling[2, 4]. A reduced per diem rate does not apply on the travel day to that location.

B. Whole Travel Days – CONUS[5]

The traveler:	**Per Diem is Authorized for:**
Travels overnight and arrives at a CONUS TDY location (***not*** on a U.S. Installation) on the day after departing the PDS.	The TDY locality M&IE (unless the AO specifies the PMR for deductible meals), plus the lodging cost, NTE the TDY locality lodging ceiling[2,6].
Travels overnight and arrives at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The traveler occupies Gov't Qtrs.	M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at the TDY locality rate, or PMR plus $5 IE if the AO specifies the PMR /for deductible meals[6]. See par. 4205 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality (***not*** on a U.S. Installation).	The TDY locality M&IE, plus the lodging cost, NTE the TDY locality lodging ceiling[2], unless the AO specifies the PMR plus $5 IE when 1 or 2 deductible meals are provided[2,6]. See par. 4205.
Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation) The traveler occupies Gov't Qtrs.	Members Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5 IE, or (4) $5 IE only when the AO directs EUM (pars. 4240 and 4605-C) or 3 deductible meals. See pars. 4090-E and 4605-D for field duty. Employees Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5 IE. There is no per diem for field duty (pars. 4090-F and 4605-D). See par. 4200 for M&IE rate determination.
Members Only: Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation). The member elects not to occupy available directed Gov't Qtrs. Employees Only: Is lodged for a whole day(s) at a CONUS TDY locality (on a U.S. Installation). The employee elects not to occupy available Gov't Qtrs.	Members Only: M&IE, plus the lodging cost NTE the Gov't Qtrs cost[11]. Lodging tax is not reimbursable. M&IE may be at the: (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5. IE, or (4) $5 IE only when the AO directs EUM (pars. 4240 and 4605-C) or 3 deductible meals. See pars. 4090-E and 4605-D for field duty. Employees Only: M&IE, plus the lodging cost NTE the TDY locality lodging ceiling[2,7]. M&IE may be at the: (1) the TDY locality rate, (2) Standard GMR[8] plus $5 IE, (3) PMR[6,9,10] plus $5. IE. There is no per diem for field duty (pars. 4090-F and 4605-D). See par. 4200 for M&IE rate determination.
Is lodged for a whole day(s) at a CONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095.	The rate in par. 4250-A or 4095[2,5,7].

C. Whole Travel Days – OCONUS[5]

The traveler:	**Per Diem is Authorized for:**
Travels overnight and arrives at an OCONUS TDY location (***not*** on a U.S. Installation) on the day after departing the PDS.	The TDY locality M&IE[1] (unless the AO specifies the PMR for deductible meals), plus the lodging cost[4], NTE the TDY locality lodging ceiling.
Travels overnight and arrives at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The traveler occupies Gov't Qtrs.	Members Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided[1,6]. Employees Only: M&IE, plus the Gov't Qtrs cost[11]. M&IE may be at the TDY locality rate, or PMR plus locality IE if the AO specifies the PMR and 1 or 2 deductible meals are provided.[1,6] See par. 4200 for M&IE rate determination.
Is lodged for a whole day at an OCONUS TDY locality (*not* on a U.S. Installation).	Members Only: The OCONUS TDY locality M&IE[3], plus lodging[4], NTE the TDY locality lodging ceiling. If the AO specifies the PMR when 1 or 2 deductible meals are provided, the, M&IE is PMR[6,9,10] plus locality IE[3] (par. 4205-A). Employees Only: The OCCONUS TDY locality M&IE[3], plus lodging[4], NTE the TDY locality lodging ceiling. M&IE may be at the TDY locality meal rate or PMR plus locality IE[3] if one or two deductible meal(s) are provided .[2,6]. See par. 4205.
Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation) The traveler occupies Gov't Qtrs.	Members Only: M&IE, plus the Gov't Qtrs[11] cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] (3) PMR[6,9,10], or (4) no meal amount when the AO directs EUM (pars. 4240 and 4600) or 3 deductible meals. See pars. . 4090-E and 4600 for field duty. Add the $3.50 IE[3]. Employees Only: M&IE, plus the Gov't Qtrs[11] cost. M&IE may be at (1) the TDY locality rate, (2) Standard GMR[8] (3) PMR.[6,9,10] Add the $3.50 IE[3]. There is no per diem for field duty (pars. 4090-F and 4605). See par. 4200 for M&IE rate determination.
Members Only: Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation). The member elects not to occupy available directed Gov't Qtrs. Employees Only: Is lodged for a whole day(s) at an OCONUS TDY locality (on a U.S. Installation). The employee elects not to occupy available Gov't Qtrs.	Members Only: M&IE plus lodging cost NTE the Gov't Qtrs cost[4,11]. M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR[8] (3) PMR[6,9,10], or (4) no meal amount when the AO directs EUM (pars. 4240 and 4600) or 3 deductible meals Add the $3.50 IE[3]. Employees Only: M&IE plus lodging cost NTE the TDY locality lodging ceiling.[4,7] M&IE may be at (1) the TDY locality meal rate, (2) Standard GMR[8] (3) PMR.[6,9,10] Add the locality or $3.50 IE.[3] There is no per diem for field duty (pars. 4090-F and 4605). See par. 4200 for M&IE rate determination.
Is lodged for a whole day(s) at an OCONUS TDY locality at which a reduced per diem rate is authorized under par. 4250-A or 4095-A.	Per diem at the rate authorized under par. 4250-A or 4095[4,5,7].

D. Day of Return to PDS[5]

The traveler:	**Per Diem is Authorized for:**
Arrives at the PDS on the same day as departure from the TDY location.	75% of the last TDY locality M&IE rate[1].
Travels overnight (no lodging required) and arrives at the PDS on the day after departing the TDY location.	The departure day from the TDY location, at the last TDY locality M&IE. For the arrival day at the PDS the M&IE rate is 75% of the last TDY locality M&IE rate[1].
Requires overnight lodging at a stopover, en route to the PDS, on the departure day from the TDY location.	The departure day from the TDY location, M&IE, plus lodging [2,4,5] NTE the stopover locality lodging ceiling. For the PDS arrival day, the M&IE rate is 75% of the stopover locality M&IE rate[1].
Requires lodging en route to the PDS, on the day travel ended.	75% of the M&IE rate, plus the lodging cost NTE the locality rate at which lodging was obtained if authorized/approved by the AO. See par. 4140.
Arrives at the PDS on the same day as departure from the TDY location at which reduced per diem was authorized.	Members Only: 75% of the TDY locality M&IE rate[1]. Employees Only: 75% of the TDY locality M&IE rate[1]. The reduced rate does not apply on the return day to the PDS.

Footnotes

[1] Members Only: GMR/PMR, a reduced per diem rate IAW par. 4250-A or 4095 and the $3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any travel day. The PMR for deductible meals can apply on an interim travel day. ***NOTE: As an exception, USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.***

Employees Only: A reduced per diem rate IAW par. 4250-A or 4095-A and the $3.50 IE rate do not apply on the departure day from, or return day to, the PDS, or any travel day. The PMR for deductible meals can apply on an interim travel day.

[2] Lodging tax is a separate reimbursable expense (App G) in CONUS and non foreign OCONUS areas.

[3] For OCONUS travel pay the locality IE rate except $3.50 IE rate is paid when the traveler is TDY to a U.S. Installation and Gov't Qtrs are available on that U.S. Installation. The AO can determine that an IE of $3.50, in lieu of the TDY locality IE, is adequate for anticipated incidental expenses when the traveler is not lodged on a U.S. Installation, but must so state in the order.. The AO can also determine the $3.50 is not adequate when the traveler is lodged on a U.S. Installation and authorize the locality IE rate, but it must be stated in the order.

[4] Lodging tax ***is not*** a separate reimbursable expense in a foreign area.

[5] Personal laundry/dry cleaning and pressing of clothing cost are incidental expenses per App A.

[6] On any day that 3 deductible meals are provided without cost to traveler, no reimbursement is allowed for meals.

[7] When a reduced per diem rate is authorized in the traveler's order IAW par. 4095-A, the per diem authorized in the order applies beginning on the day after arrival at the TDY location and ends on the day before departing the TDY location.

[*8] Members Only: The GMR applies if the AO specifies the GMR based on available Gov't dining facility at the installation to which the member is TDY. See pars. 4200-B1b, 4200-B1b, and 4235.

*Employees Only: The GMR applies if the schoolhouse or COCOM/JTF commander ***(not an AO)*** specifies the GMR based on available Gov't dining facility during training/deployments. See par. 4200-D when schoolhouse training is involved. See par. 4600 for deployments.

[*9] Members Only: The PMR applies if the AO specifies PMR based on 1-2 Gov't meals available in a Gov't dining facility at the installation to which the member is sent TDY. See pars. 4200-B1b, 4200-B1c, and 4235.

Employees Only: The PMR applies if the AO specifies PMR based 1-2 Gov't meals available during training/deployments. See par. 4200-D when schoolhouse training is involved. See par. 4600 for deployments/

[10] The PMR applies if the AO specifies the PMR for deductible meals. See par. 4205.

[11] Reimbursement for Gov't Qtrs cost is NTE the locality lodging ceiling rate.

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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 TMC, or GSA contracted TMC (when a DTMO contracted TMC is not available) for all official transportation. If a DTMO contracted TMC/ 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, FEML, 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 is available for all meals and the lodging cost is $6/night. Gov't dining facility 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 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 x 75%] = $6 + $34.50 =		$ 40.50
10 July	$6 + $10.45 + $5 (IE) =		$ 21.45
11 July	$46 x 75% =		$ 34.50
12 July	Per diem is not payable at the PDS		$ 0.00
13 July	$6 + [$46 x 75%] = $6 + $34.50 =		$ 40.50
14 & 15 July	$6 + $10.45 + $5 (IE) = $21.45/day x 2 days =		$ 42.90
16 July	$46 x 75% =		$ 34.50
2 round trips of 370 miles (official distance) x 2 = 740 miles x $.575/mile =			$425.50
		Actual Cost Total	**$639.85**
CONSTRUCTED COST			
9 July	$6 + [$46 x 75%] = $6 + $34.50 =		$ 40.50
10 to 15 July	$6 + $10.45 + $5 (IE) = $21.45/days x 6 days =		$128.70
16 July	$46 x 75% =		$ 34.50
1 round trip of 370 miles (official distance) x $.575/mile =			$212.75
		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 =	$ 89.50
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't Auto 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 =			$ 345.00
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 F: REIMBURSEMENT OPTIONS FOR A TRAVELER ON TDY WITHIN A COMBATANT COMMAND (COCOM) OR JOINT TASK FORCE (JTF) AOR

4600 DEFINITIONS

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

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

C. Operational Deployment. See definition in App A1.

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

E. Contingency Operation. See definition in App A1.

F. Regular TDY. Regular TDY includes the following options outlined in par. 4605-E:

1. Commercial Lodging and Commercial Meals;

2. Gov't Qtrs and Gov't Meals – Permanent U.S. Installation;

*3. Gov't Qtrs and Gov't Meals – Temporary U.S. Installation or Temporary Dining Facility Established for the COCOM/JTF Operations;

4. Gov't Qtrs and Commercial Meals; and

5. Commercial Lodging and Gov't Meals (in the AOR only).

4605 TDY OPTIONS

A. General

1. The COCOM Commander/JTF Commander:

a. Provides equity for travel and transportation allowances payment in the AOR and actions within the AOR;

b. Determines the appropriate TDY option for all assigned personnel within the AOR that establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;

c. May delegate authority to a subordinate commander who directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, M&IE and/or lodging rate; and

d. Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel orders. ***NOTE: A JTF exercise must be field duty***.

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

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

a. Not located in the COCOM's/JTF's AOR but who is operating in a support capacity, or

b. Located in the COCOM/JTF AOR but is not part of the COCOM/JTF.

4. In absence of a COCOM/JTF commander determination, regular TDY (par. 4600-F) applies.

B. Regular TDY (See par. 4600-F for regular TDY options)

1. General. For regular TDY, a traveler:

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

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

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

2. COCOM/JTF Temporary Dining Facilities

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

(1) CONUS: $5 CONUS, or

(2) OCONUS:

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

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

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

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

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

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

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

C. Essential Unit Messing (EUM)

1. Members Only. EUM may be used for operational deployments when the following circumstances apply:

a. EUM may be required in a command/organizational unit when it:

(1) Enhances operational readiness,

(2) Enhances the conduct of military operations, or

(3) Is necessary for the effective conduct of training.

b. Designation of EUM is not applied to individual service members, but is applied to:

(1) Organizational units,

(2) Operational elements, or

(3) Detachments.

*c. The member is provided Gov't Qtrs, and to maintain unit readiness, is required to use a Gov't dining facility.

d. The member is paid only the incidental portion of the daily M&IE rate.

2. Employees Only. The employee is paid the incidental portion of the daily M&IE rate and reimbursed the discount GMR.

D. Field Duty

1. General. During field duty (see App A1), the traveler is:

*a. Subsisted in a Gov't dining facility or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar operations.

b. Furnished Gov't Qtrs or lodged in accommodations ordinarily associated with field exercises.

c. A COCOM/JTF official may place the traveler in a field duty status if subsistence is furnished by contract.

2. Per Diem

a. Members Only. During field duty the member is not paid per diem since lodging and meals are furnished at no additional cost to the member (i.e., at no cost that exceeds what the member would normally incur at the PDS).

b. Employees Only. During field duty the employee is not paid per diem when both:

*a. Gov't dining facility, (including field rations, even though the employee is assessed a charge for meal(s)), and

b. Gov't provided billeting (non-transient barracks or tents)

are available. Reimbursement is authorized only for the discounted GMR.

E. COCOM/Joint Task Force Operations TDY Options

SUBSIST ASHORE			
TDY OPTION	**SUBSISTENCE**	**PER DIEM**	**REMARKS**
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 1
	*Gov't Qtrs and Gov't Meals – Temporary Gov't installation or Temporary Dining Facility Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at the Discount GMR 2
	Gov't Qtrs and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Gov't Meals (in the AOR only)	Lodging and M&IE	Traveler Pays for Lodging and Gov't Meals at the Full GMR
EUM	Gov't Qtrs and Gov't Meals Use is Essential for Training and Readiness Purposes	IE	Employee Pays for Gov't Meals at the Discount GMR (Employees Only)
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR (Employees Only)
Subsist Aboard Gov't Vessel 3			
TDY	Gov't Qtrs and Gov't Meals	None	Employee Pays for Meals 4 (Employees Only)

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.

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

1. See **DoD FMR, Volume 7A, Ch 25**.

2. For USCG, see **COMDTINST M7220.29 (series), Ch 3**.

CHAPTER 5

PERMANENT DUTY TRAVEL

Paragraph **Title/Contents**

PART A: MEMBERS ONLY

Section A1: General

5000 **SCOPE**
A. General
B. PCS Travel Covered

5002 **ELIGIBILITY**
A. General
B. Unique Categories
C. Persons Not Covered

5004 **ELIGIBILITY AND ALLOWANCES TABLE**

5006 **PCS ORDER**
A. General
B. Limitations

5008 **FUNDS ADVANCE**
A. General
B. Implementation
C. TLA
D. OHA
E. Limitations
F. Travel Advance

Section A2: Member Travel And Transportation

Subsection A2a: General

5010 **TRAVEL AND TRANSPORTATION OPTIONS**
A. General
B. Exceptions

5012 **TRAVEL TIME**
A. General
B. Elapsed Time Is Less than Authorized
C. Additional Travel Time

5014 **REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM**
A. Mandatory DoD Policy
B. Reimbursement
C. Per Diem
D. Transportation in Kind Plus Per Diem

5016 **MIXED MODE TRAVEL**
A. General
B. Mixed Modes Travel Time

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

Subsection A2b: Per Diem

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

Subsection A2c: Special or Unusual Circumstances

5040	**TRAVEL WHEN AN ORDER TO ACTIVE DUTY IS RECEIVED AT A PLACE OTHER THAN THAT TO WHICH ADDRESSED**
5042	**PCS ORDER RECEIVED AT TDY STATION**

Paragraph **Title/Contents**

A. Member Issued a PCS Order while on TDY
B. Member Issued a PCS Order with TDY en Route
C. TDY Station Becomes PDS

5044 PCS ORDER RECEIVED WHILE ON LEAVE
A. PCS Order Received while on Leave from TDY Station
B. PDS Changed or Assigned while on Leave from the PDS

5046 PCS WITH TDY AT A LOCATION NEAR (BUT OUTSIDE THE LIMITS OF) THE OLD OR NEW PDS
A. Per Diem Not Payable
B. Qtrs at the Old or New PDS
C. Transportation Expenses
D. Meals Reimbursement
E. Travel Outside the TDY Location
F. TDY En Route within the Old and/or NEW PDS Limits

5048 PCS ORDER CANCELED, AMENDED OR MODIFIED EN ROUTE
A. PCS Order Canceled Returning Member to the Old PDS
B. PCS Order Amended/Modified to Name a New PDS or En Route TDY Station

5050 PCS INVOLVING A UNIT WITH A HOME PORT OR PDS LOCATION
A. General
B. Home Port Changed
C. PCS from a Unit when the Unit Is Away from Home Port/PDS
D. PCS to a Unit when the Unit Is Away from Home Port/PDS
E. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date
F. PCS to a Ship with a Home Port Assignment Effective upon Commissioning
G. PCS from a Unit Undergoing a Home Port Change
H. Travel to Old Home Port/PDS after the Effective Change Date to the New Home Port/PDS
I. Travel to/from a Place other than the New/Old Home Port

5052 TRAVEL TO/FROM A DESIGNATED PLACE
A. PCS Allowances
B. Limitation
C. Travel and Transportation Allowances Authorized/Approved by the Service Concerned
D. Travel Allowances When Dependents are No Longer at the Designated Place

5054 MEMBER ESCORTS DEPENDENT TO/FROM A DESIGNATED PLACE ICW A UNIT PCS MOVE TO/FROM AN OCONUS UNACCOMPANIED TOUR
A. CONUS PDS to OCONUS PDS
B. OCONUS PDS to CONUS PDS

5056 MEMBER ORDERED PCS FROM A PDS FROM WHICH DEPENDENTS HAVE BEEN EVACUATED
A. General
B. Limitations
C. Travel Allowances Authorized/Approved by the Service Concerned

5058 MEMBER UNABLE TO TRAVEL WITH ORGANIZATION

5060 PCS TO HOSPITAL

Paragraph **Title/Contents**

5062 **MEMBER DIES WHILE EN ROUTE TO THE NEW PDS**

5064 **DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE**

5066 **SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
A. General
B. Separation from the Service or Relief from Active Duty to Continue in the Service
C. Discharge from the Service under other than Honorable Conditions
D. Time Limitation
E. Member Ordered to a Place to Await Disability Proceedings Results
F. Member Ordered to a College
G. Uniformed Service Active Duty Member Transitioning to Selected Reserve

5068 **RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. Time Limitations
B. Recalled to Active Duty before Selecting a Home
C. Recalled to Active Duty after Selecting a Home
D. Member on TDRL Who Is Discharged or Retired
E. Member Ordered to a Place to Await Disability Retirement

Section A3: Dependent Travel and Transportation

Subsection A3a: General

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

5072 **ELIGIBILITY**
A. General
B. Dependent Age and Travel Eligibility

5074 **AUTHORIZATION**
A. General
B. Travel and Transportation Allowances
C. Deferred Dependent Travel

5076 **WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE**
A. General
B. Dependent-Related Circumstances
C. Dependent Travel-Related Circumstances
D. Remaining Service Requirement

Paragraph **Title/Contents**

5078 **TIME LIMITATION**

5080 **FUNDS ADVANCE**
A. General
B. Separated from the Service/Relieved from Active Duty
C. Retirees
D. Other Members

5082 **TRANSOCEANIC TRAVEL**
A. Transportation Mode
B. Air Travel Medically Inadvisable
C. Travel by Oceangoing Car Ferry

5084 **DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED**
A. General
B. Order to be Issued
C. Travel Voucher
D. Exceptions

5086 **DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**
A. General
B. Member Consent
C. Financial Obligation

5088 **FACTORS AFFECTING DEPENDENT TRAVEL**
A. Member Attains Eligibility for Dependent Travel
B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense
C. Dependent Acquired on or before the PCS Order Effective Date
D. Order Amended, Modified, Canceled or Revoked after Travel Begins
E. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received
F. PCS while on Leave or TDY
G. Dependent En Route to the New PDS at the Time of the Member's Death
H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date
I. Legal Custody of Children Changes after the PCS Order Effective Date

5090 **TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION**
A. General
B. Authorization
C. HHG Transportation
D. Transoceanic Travel

5092 **DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**
A. General
B. MALT Rate
C. Per Diem

Subsection A3b: Per Diem

5094 **PER DIEM FOR DEPENDENT TRAVEL**
A. General
B. Dependent(s) and Member Travel Together

Paragraph **Title/Contents**

C. Dependent(s) Travel Separately
D. TDY Involved
E. Travel by Commercial Ship
F. Examples

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

5096 GENERAL
A. Scope
B. Authorization
C. Official Notice of PCS
D. Evacuation Travel
E. HHG Transportation ICW ERD
F. POV Transportation ICW ERD

5098 OFFICIAL SITUATIONS
A. Incidents
B. Dependent Travel Authorized to a Designated Place

5100 NATIONAL INTEREST
A. Dependent Travel Authorized to a Designated Place
B. Subsequent Authority

5102 PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS
A. General
B. Circumstances
C. Return of a Dependent to OCONUS Areas
D. Subsequent Authority

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

Subsection A3d: Dependent Travel and Transportation Under Special Circumstances

5108 GENERAL
A. Scope
B. Travel Order

5110 CALLED/ORDERED TO ACTIVE DUTY
A. TDY Station First Assignment
B. Commissioned from Service Academies

5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE
A. General
B. Tour Length Restrictions

Paragraph	Title/Contents
5114	**ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED** A. General B. Dependent Authorized Concurrent Travel with Member C. Concurrent Dependent Travel Denied D. Member Elects to Serve an Unaccompanied Tour E. Reimbursement for Transoceanic Travel
5116	**ORDERED ON A DEPENDENT-RESTRICTED TOUR, TO UNUSUALLY ARDUOUS SEA DUTY, OR TO DUTY UNDER UNUSUAL CIRCUMSTANCES** A. PCS on a Dependent-restricted Tour B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More D. Subsequent Authority E. Home Port Change F. Home Port Change Announcement
5118	**REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED** A. General B. Subsequent PCS C. Tour Length Restrictions
5120	**CONSECUTIVE OVERSEAS TOUR (COT)** A. General B. Unaccompanied to Unaccompanied Tour C. Unaccompanied to Accompanied Tour D. Accompanied to Unaccompanied Tour E. Accompanied-to-Accompanied Tour
5122	**CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT** A. General B. IPCOT
5124	**TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY** A. Travel and Transportation Authorized B. Travel and Transportation Not Authorized
5126	**CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY** A. General B. Allowances C. Unusually Arduous Home Port Change Allowances
5128	**ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF**
5130	**MEMBER ORDERED TO A HOSPITAL IN CONUS** A. General B. From Duty Stations or Hospitals in CONUS C. From OCONUS Duty Stations or Hospitals D. Transportation Not Restricted to the Hospital

Paragraph **Title/Contents**

E. Completion of Hospitalization

5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW
A. General
B. Member Restored to Duty
C. Final Separation Travel

5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION
A. General
B. Ship's Home Port Not Changed
C. Ship's Home Port Changed
D. Dependent Travel while the Ship Is Being Constructed
E. Transportation Allowances

5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER
A. General
B. Designation of a CONUS Area as a Non-concurrent Travel Application Area
C. Delayed Dependent Travel between CONUS PDSs
D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS
E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area
F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY
A. General
B. Duty Station Erroneously Designated as HOR
C. Separation from the Service or Relief from Active Duty to Continue in the Service
D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks
F. Member Serves Less Than the Initial Prescribed Period of Service
G. Time Limit
H. Member Ordered to a Place to Await Results of Disability Proceedings
I. Member Ordered to a College

5140 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY
A. General
B. Time Limits
C. Recalled to Active Duty before Choosing a HOS
D. Recalled to Active Duty after Choosing a HOS
E. Member on TDRL Discharged or Retired
F. Member Dies after Retirement or Release
G. Member Ordered to a Place to Await Disability Retirement

5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY
A. General
B. Restriction/Change in Designation Imposed after an Order Is Received
C. Restriction or Change in Designation Imposed after a Dependent Begins Travel

Paragraph **Title/Contents**

D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location
E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location
F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port
G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station
H. Subsequent Authority

5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE
A. General
B. Mbr Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement

5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION
A. General
B. Limitations

5148 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO A COURT MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER STATIONED IN CONUS)
A. Travel and Transportation Allowances
B. Authority
C. Travel Request
D. Travel Destination
E. Travel and Transportation Reimbursement Payment
F. Travel Time Limit

5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT
A. General
B. Unaccompanied to Accompanied Tour
C. Accompanied to Unaccompanied Tour
D. Accompanied to Accompanied Tour

5152 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH
A. General
B. Definitions
C. Limitations
D. When Authorized
E. Administrative Instructions
F. Dependent Escort Travel

5153 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY
A. General
B. Definitions
C. Restriction
D. Authority
E. Reimbursement

Section A4: POC Use on Permanent Duty Travel

5154 POC USE
A. Use of One or Two POCs
B. Use of More than Two POCs

Paragraph **Title/Contents**

5156 **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**
A. General
B. Authorized Traveler(s)
C. Reimbursable Expenses

5158 **POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**
A. General
B. Traveler Driven to the Transportation Terminal

5160 **PARKING, TOLLS AND OTHER COSTS**

5162 **TRANSOCEANIC TRAVEL BY POC**
A. General
B. Transoceanic Travel by Privately Owned Boat
C. Travel Partly by POC and Partly by Common Carrier

5164 **MALT PLUS FOR POC TRAVEL**
A. General
B. Per Diem/AEA
C. Lodging Plus

5166 **POC TRAVEL PROHIBITED**
A. General
B. Authorization
C. Transportation Mode Directed

Section A5: HHG

Subsection A5a: General

5168 **GENERAL**

5170 **ELIGIBILITY**

5172 **AUTHORIZED TRANSPORTATION**
A. General
B. Transportation Cost
C. Former PDS
D. Subsequent HHG Transportation
E. Example
F. SIT
G. Mobile Home Allowances
H. Unaccompanied Baggage (UB)
I. Transportation Prohibition
J. Delivery Out of Storage

5174 **RE-TRANSPORTATION OF THE SAME HHG**

5176 **TRANSPORTATION EXPENSES**
A. Gov’t-paid Expenses
B. Member-paid Expenses

5178 **LOSS OR DAMAGE CLAIMS**

Paragraph **Title/Contents**

5180 **MEMBER MARRIED TO EMPLOYEE**

5182 **EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG**

5184 **RECRUIT'S CIVILIAN CLOTHING**

5186 **STORAGE**

5188 **AUTHORIZED TRANSPORTATION LOCATIONS**

5190 **TRANSPORTATION OF REPLACEMENT HHG ITEMS**

5192 **REQUIRED MEDICAL EQUIPMENT**

5194 **HHG TRANSPORTATION NOT ALLOWED**

5196 **FUNDS ADVANCE**

5198 **AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**
A. General
B. Summary of PCS HHG Authorized Locations and Weight Allowance

Subsection A5b: HHG Weight

5200 **PRESCRIBED WEIGHT ALLOWANCES**
A. Higher Weight Allowance Authorization
B. Authorized PCS Weight Allowances

5202 **ADMINISTRATIVE WEIGHT LIMITATION**
A. General
B. Gov't Owned Furnishings Provided
C. Member Married to Employee/Member
D. Unaccompanied Tour Administrative Weight Limitation Policy/Request
E. Exceptions
F. Additional HHG at Member's Expense

5204 **NET WEIGHT DETERMINATION**
A. General
B. Gov't Arranged Move
C. DPM Transportation
D. UB
E. When Shipment Weight Is Unobtainable
F. Exceptions

5206 **EXCESS CHARGES**
A. Gov't Responsibility
B. Member Responsibility
C. Prescribed Weight Allowance
D. Erroneous Advice
E. Member Payment
F. Excess Weight Status
G. NTS
H. HHG Transportation in Excess of Authorized Weight Allowance

Paragraph **Title/Contents**

I. HHG Transportation other than between Authorized Locations
J. Transportation of Unauthorized Articles
K. HHG Transportation with Special Routing or Services Provided
L. Weight Additive Articles

Subsection A5c: Transportation

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

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

Subsection A5d: Non-Temporary Storage (NTS)

5212 GENERAL
A. General
B. Authority
C. Allowable Costs
D. Weight Limit
E. Excess Weight
F. Excess Weight Charges
G. Personally Procured NTS

5214 PLACE OF NTS
A. General
B. Return of HHG from OCONUS
C. NTS Authorized while HHG Are in Transit

5216 NTS AS AN ALTERNATIVE TO TRANSPORTATION
A. General
B. Limitation
C. Circumstances
D. Authorized Location

5218 NTS OF HHG CURRENTLY IN SIT

5220 WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE
A. General
B. Limitation

Paragraph **Title/Contents**

C. Withdrawal Cost
D. Separation from Service and Retirement

5222 **NTS INCIDENT TO OCCUPANCY OF GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING AND INCIDENT TO VACATING LOCAL PRIVATE SECTOR HOUSING**
A. Occupancy of Gov't/Gov't Controlled Qtrs or Privatized Housing
B. Moving to and from Gov't Qtrs
C. Moving to and from Privatized Housing
D. Moving from Gov't Controlled Qtrs
E. Incident to Vacating Local Private Sector Housing

5224 **NTS WHEN ORDERED ON PCS TO A REMOTE CONUS AREA WITH A HOUSING SHORTAGE**

5226 **SUCCESSIVE NTS AUTHORIZATION PERIODS**

5228 **ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**

5230 **NTS UPON SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY, RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. Separation from Service or Relief from Active Duty
B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

5232 **TIME LIMITS**
A. General
B. Authority Duration
C. SIT
D. NTS Status Table

5234 **NTS CONVERTED TO SIT**

Subsection A5e: Storage In Transit (SIT)

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

Paragraph **Title/Contents**

C. Authorized Circumstances

5244 **ADDITIONAL SIT**
A. Mbr 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

5252 **SIT CONVERTED TO NTS**
A. General
B. Authorization/Approval
C. Subsequent Transportation

5254 **NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS**
A. General
B. Subsequent Storage

5256 **ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**
A. Order Amended or Modified
B. Order Canceled or Revoked

Subsection A5f: Local Moves

5258 **GENERAL**

5260 **SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS**
A. General
B. Reassignment between Activities at the Same PDS - NOT A PCS
C. PCS between PDSs Located in Proximity
D. PCS between PDSs Not in Proximity to Each Other
E. Separation from the Service or Retirement

5262 **SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION**
A. Application
B. Weight Limit
C. NTS
D. Short Distance Moves
E. Moving to/from Gov't Qtrs
F. Moving from Gov't-controlled Qtrs
G. Moving to/from Privatized Housing

Paragraph **Title/Contents**

5264 **SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS**
A. Member Directed by Competent Authority to Vacate Local Economy Qtrs
B. Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension
C. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

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

5266 **DEFINITION**

5268 **AUTHORIZATION**
A. General
B. Weight Limit
C. Additional Weight Allowance

5270 **TRANSPORTATION**
A. General
B. Item No Longer Qualifies as PBP&E

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

Subsection A5h: Consumable Goods

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

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

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

Subsection A5j: HHG Transportation Under Special Circumstances

5278 **GENERAL**
A. Authority
B. Dependent Transportation
C. Travel Order
D. Evacuation
E. Administration

5280 **ENTRANCE INTO THE SERVICE**
A. Initial Reporting
B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty

5282 **CALLED/ORDERED TO ACTIVE DUTY**
A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station
B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station
C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty

Paragraph **Title/Contents**

Station
D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station
E. Recalled to Active Duty
F. Commissioned or Appointed from the Ranks to Officer Status
G. Commissioned from Service Academies

5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT
A. PCS with TDY En Route or while on TDY
B. PCS Following TDY Pending Further Assignment

5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION
A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)
B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion
C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location

5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED
A. Authorization
B. Transportation from the Designated Place and/or NTS

5290 ORDERED TO A CONUS HOSPITAL
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 ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION
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 ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE
A. Authorization
B. Additional Storage Time

5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY
A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted
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

Paragraph **Title/Contents**

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

5300 ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR
A. General
B. Change Imposed before HHG Are Turned over to a TO
C. Change Imposed after HHG Are Turned over to a TO
D. Change Imposed after HHG Arrive at the Member's PDS
E. Subsequent Authority

5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE
A. General
B. Mbr 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
A. Authorization
B. NTS
C. Former Grade
D. Origin and Destination

5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION
A. Authorization
B. 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)
A. Transportation Allowance
B. Transportation Authority
C. Transportation Requests
D. HHG Destination
E. Transportation Reimbursement
F. Transportation Time Limit
G. NTS Exclusions

5312 HHG TRANSPORTATION INCIDENT TO IPCOT
A. General
B. Tours of Duty

Paragraph **Title/Contents**

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

A. General
B. Limitations
C. When Authorized
D. Storage
E. Missing Status Termination
F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member
G. Administrative Instructions

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

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

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

Paragraph **Title/Contents**

Section A6: POV Transportation and Storage

Subsection A6a: CONUS POV Transportation

5322 GENERAL
A. POV Transported by the Gov't
B. POV Transported by Member

5324 MEMBER POSSESSES MORE THAN TWO VEHICLES

5326 RESTRICTIONS
A. Unauthorized POV Transportation
B. Commercial Travel at Gov't Expense
C. Gov't Procured Transportation
D. Mileage/MALT
E. POV Storage
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

Paragraph **Title/Contents**

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

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 Done 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 Done 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. Mbr Reassigned from OCONUS PDS to which Dep Travel Is Authorized to an OCONUS PDS to which Dep 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

Paragraph **Title/Contents**

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

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 Made Concurrently with Member's PCS Travel and No TDY En Route Is Involved
F. Pick-up Made Concurrently with Member's PCS Travel and No TDY En Route Is Involved
G. Delivery/Pick-up from a Designated Storage Facility Made Concurrently with TDY En Route

5384 **STORAGE FACILITIES USED**
A. Designated Storage Facilities
B. Personally procured POV Storage

Paragraph **Title/Contents**

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

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

Paragraph **Title/Contents**

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

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

Paragraph **Title/Contents**

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

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

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

5434 CONUS TEMPORARY LODGING EXPENSE (TLE)
A. Purpose

Paragraph **Title/Contents**

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)

Section A10: Dislocation Allowance (DLA)

5438 PURPOSE

5440 DEFINITION OF TERMS
A. Member with Dependent(s)
B. Member without Dependent(s)

5442 DLA AUTHORIZED
A. Member with Dependent(s)
B. Member without Dependent(s)
C. Household Relocation Incident to Alert Notification
D. DLA when a Member Married to Member Couple Is Transferred to a New PDS
E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence
F. Mbr's Old and New PDSs in Proximity or Mbr 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
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

Paragraph **Title/Contents**

5452 **DLA RATES**
A. Primary DLA Rates
B. Secondary DLA Rates
C. DLA when a Member-Married-to Member Couple is Transferred

PART B: EMPLOYEES ONLY

Section B1: General

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

Paragraph **Title/Contents**

5514 **PCS REIMBURSEMENT PROVISIONS**
A. General
B. Effective Date

5516 **TRAVEL AND TRANSPORTATION FUNDING**
A. General
B. Movement between Different Departments and Agencies or DoD Components
C. Movement within the Same DoD Component
D. Separation from OCONUS Employment

5518 **TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION**
A. General
B. Employee Married to Employee/Member
C. Time Limits
D. Restrictions

5520 **TRAVEL AND TRANSPORTATION REIMBURSEMENT**
A. Authorized PCS Allowances
B. Allowance Restrictions
C. Discretionary PCS Allowances

5522 **PCS MOVEMENTS**
A. General
B. Travel and Transportation Allowances
C. Agreements/Service Requirements/Violation Agreements
D. Alternate Origin and/or Destination Limitation

Section B2: Employee Travel and Transportation

Subsection B2a: General

5524 **TRAVEL AND TRANSPORTATION OPTIONS**

5526 **TRAVEL TIME**
A. General
B. Elapsed Time Is Less than Authorized
C. Additional Travel Time

5528 **REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM**
A. Mandatory DoD Policy
B. Reimbursement
C. Per Diem
D. Transportation in Kind Plus Per Diem

5530 **MIXED MODE TRAVEL**
A. General
B. Mixed Modes Travel Time

5532 **PCS TO, FROM, OR BETWEEN OCONUS POINTS**
A. General
B. When only Land Travel Is Involved
C. Transoceanic Travel
D. Indirect/Circuitous Travel Reimbursement

Paragraph **Title/Contents**

Subsection B2b: Per Diem

5534 **GENERAL**
A. Travel of 12 or fewer hours (12 Hour Rule)
B. PCS Travel Delayed for Reasons Beyond the Traveler's Control
C. Per Diem Rates for PDT

5536 **PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**
A. General
B. Overnight Stop/TDY Site
C. New PDS Rate

5538 **PARTIAL TRAVEL DAYS**

5540 **SAME DAY TRAVEL**

5542 **PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)**

5544 **TRAVEL BY COMMERCIAL SHIP**

5546 **PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**
A. Example 1
B. Example 2
C. Example 3

5548 **PER DIEM ALLOWANCE ELEMENTS**
A. Maximum Lodging Expense
B. Lodging Tax
C. M&IE

5550 **LODGING PLUS PER DIEM COMPUTATION METHOD**
A. General
B. Per Diem Computations

5552 **PER DIEM COMPUTATION**
A. General
B. HHT
C. En Route Travel to the New PDS
D. Separation Travel
E. Per Diem Computation Examples

5554 **EFFECT OF ABSENCE ON PER DIEM PAYMENT**

Subsection B2c: Special or Unusual Circumstances

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

5558 **NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS**
A. General
B. Coverage

Paragraph **Title/Contents**

C. DoD Component Responsibility
D. Procedural Requirements
E. Allowable Expenses
F. Expenses Not Allowable
G. Alternate Origin and/or Destination
H. Funds Advance

5560 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION
A. General
B. Placement before Separation
C. Placement after Separation
D. Agreement Requirement
E. Employee Transferring to the U.S. Postal Service
F. Order Issuance
G. Funding
H. Employee Separated due to Function Transfer Example

5562 RETURN FROM MILITARY DUTY
A. Mandatory Restoration
B. Travel and Transportation Allowances
C. Real Estate Expense
D. Travel and Transportation Allowances
E. Moving Costs
F. Travel and Transportation Costs
G. Called/Ordered to Active Duty

5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS
A. Limitation
B. Funding Responsibility

5566 SHORT DISTANCE TRANSFERS
A. First Duty Station Travel
B. Authorization/Approval
C. Distance Test
D. Exceptions
E. PCS Claims Must Satisfy Conditions

5568 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION
A. General
B. Remote/Isolated Locations
C. Designating a PDS as a Remote/Isolated Location
D. Criteria for Designating a PDS as a Remote/Isolated Location

5570 TDY STATION BECOMES PDS

5572 SEPARATION TRAVEL FROM OCONUS DUTY
A. Eligible Employee
B. Separation Travel and Transportation Allowances
C. Separation Travel and Transportation Allowances Loss
D. Limited Separation Travel and Transportation Allowances
E. Employee Not Eligible

Paragraph **Title/Contents**

F. Employment in Another DoD Component w/o a Break in Service after Separation from the Losing Activity

5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE
A. Eligible Employee
B. Travel and Transportation Allowances

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

5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT
A. Applicability
B. Eligibility Criteria
C. Authorization/Approval
D. Allowable Expenses
E. Expenses Not Allowable
F. Origin and Destination
G. Time Limits for Beginning Travel and Transportation
H. Funds Use

Section B3: Dependent Travel and Transportation

Subsection B3a: General

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

5578 ELIGIBILITY
A. General
B. Dependent Age and Travel Eligibility

5580 AUTHORIZATION
A. General
B. Travel and Transportation Allowances

5582 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE
A. General
B. Dependent-Related Circumstances
C. Dependent Travel-Related Circumstances
D. Remaining Service Requirement

5584 TIME LIMITATION
A. General

Paragraph **Title/Contents**

B. Transfers without a Break in Service
C. Locally Hired Employee
D. Return for Separation

5586 **FUNDS ADVANCE**

5588 **TRANSOCEANIC TRAVEL**
A. Transportation Mode
B. Air Travel Medically Inadvisable
C. Travel by Oceangoing Car Ferry

5590 **EMPLOYEE TRANSFERS**
A. To and Within CONUS
B. To and Between OCONUS
C. From OCONUS

Subsection B3b: Per Diem

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

5594 **PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED**
A. General
B. Examples

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

5596 **TRANSPORTATION**
A. General
B. Excess Costs
C. Authority

5598 **REIMBURSEMENT**
A. Limitations
B. Gov't Transportation
C. Transportation Modes
D. Receipt Requirements

5600 **TRAVEL AND TRANSPORTATION LIMITATIONS**
A. Authorization
B. Reimbursement
C. Receipt Requirements

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

Paragraph **Title/Contents**

B. Time Limitation

Section B4: POC Use on Permanent Duty Travel

5604 POC USE
A. Use of One or Two POCs
B. Use of More than Two POCs

5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)
A. General
B. Authorized Traveler(s)
C. Reimbursable Expenses

5608 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS
A. General
B. Traveler Driven to the Transportation Terminal

5610 PARKING, TOLLS AND OTHER COSTS

5612 TRANSOCEANIC TRAVEL BY POC
A. General
B. Transoceanic Travel by Privately Owned Boat

5614 AUTOMOBILE USE
A. General
B. MALT

5616 PRIVATELY OWNED AIRPLANE
A. General
B. Nautical Miles
C. Mileage Rate
D. Travel Time
E. Reimbursement Computation

5618 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)
A. Operation Cost
B. Expenses

5620 PRIVATELY-OWNED MOTORCYCLE
A. General
B. Travel Time
C. Reimbursement Computation

5622 PRIVATELY OWNED BOAT

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

Paragraph **Title/Contents**

Section B5: HHG

Subsection B5a: General

5626 **GENERAL**

5628 **ELIGIBILITY**

5630 **AUTHORIZED TRANSPORTATION**
A. General
B. NTS

5632 **RE-TRANSPORTATION OF THE SAME HHG**

5634 **TRANSPORTATION EXPENSES**
A. Gov't-paid Expenses
B. Employee-paid Expenses

5636 **LOSS OR DAMAGE CLAIMS**

5638 **EMPLOYEE WITH AN EMPLOYEE OR MEMBER SPOUSE/DOMESTIC PARTNER**
A. General
B. Examples

5640 **HHG TRANSPORTATION AND STORAGE DOCUMENTATION**
A. Form and Voucher Preparation
B. Documents

5642 **SERVICES**
A. General
B. Cost Limitation

5644 **TRANSPORTATION UNDER A PCS ORDER**
A. HHG Shipment between CONUS PDSs
B. HHG Transportation to and between OCONUS PDSs
C. HHG Transportation from OCONUS to CONUS PDSs

Subsection B5b: HHG Weight

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

5648 **ADMINISTRATIVE WEIGHT LIMITATION**
A. Policy
B. Exceptions
C. Transportation from a Weight Restricted Area

5650 **NET WEIGHT DETERMINATION**
A. Crated Shipments
B. Uncrated Shipments

Paragraph **Title/Contents**

C. Containerized Shipments
D. Constructed Weight

5652 **EXCESS CHARGES**
A. Gov't Responsibility
B. Employee Responsibility
C. Prescribed Weight Allowance
D. Erroneous Advice
E. Employee Payment
F. Excess Weight Status
G. HHG Weighed Twice
H. Excess Weight beyond Employee Control
I. Weight Additive Articles

Subsection B5c: Transportation

5654 **FACTORS AFFECTING HHG TRANSPORTATION**
A. Combining Weight Allowances when Employee Married to Employee Couple
B. Improper Transportation
C. Items of Extraordinary Value
D. Mobile Home Allowances
E. HHG Transportation before an Order Is Issued
F. Time Limitation
G. Alcoholic Beverage Transportation

5656 **TRANSPORTATION METHODS**
A. HHG
B. UB
C. Actual Expense
D. Commuted Rate
E. Split Transportation
F. Employee Responsibility
G. Limitations
H. Cost Comparison
I. Multiple Transfers

Subsection B5d: Non-Temporary Storage (NTS)

5658 **NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS**
A. Eligibility
B. Agreement and Liability Conditions
C. Authority
D. Exceptions
E. Time Limitation
F. Storage Place
G. Allowable Costs
H. Documentation
I. Isolated PDS Designation

5660 **HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS**
A. General
B. Eligibility
C. Time Limitation

Paragraph **Title/Contents**

D. Personnel Office and TO Responsibility for NTS Records
E. Forms and Procedures
F. Removing HHG from NTS

5662 **NTS OF HHG FOR A DODDS EMPLOYEE**
A. Storage between School Years
B. NTS of HHG during DoDDS Employee Extended Leave

5664 **NTS CONVERTED TO SIT**
A. General
B. Conversion Cost
C. Additional HHG Storage

Subsection B5e: Storage in Transit (SIT)

5666 **GENERAL**
A. Scope
B. Reimbursement

5668 **SIT TIME PERIOD RESTRICTIONS**

5670 **FIRST 60/90 DAYS OF SIT**

5672 **SECOND 90 DAYS OF SIT**
A. General
B. Authorization/Approval Request
C. Authorized Circumstances

5674 **ADDITIONAL SIT**
A. General
B. Restrictions
C. Authority
D. Documentation
E. Submission Process

5676 **HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT**
A. Multiple Lots
B. HHG Weight Allowance
C. Employee Financial Responsibility

5678 **SHORT DISTANCE MOVES**

5680 **FUNDS ADVANCE**
A. General
B. Documentation

Subsection B5f: Local Moves

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

Paragraph **Title/Contents**

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

5684 **DEFINITION**

5686 **GENERAL**
A. Policy
B. Conditions

5688 **PBP&E WEIGHT LIMITATION**
A. Maximum Weight
B. Exception

5690 **PBP&E SHIPPED AS AN ADMINISTRATIVE EXPENSE**

5692 **ADMINISTRATIVELY RESTRICTED HHG WEIGHT**
A. Authorization
B. PBP&E Weight

Subsection B5h: Consumable Goods

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

Section B6: POV Transportation and Storage

Subsection B6a: CONUS POV Transportation

5696 **GENERAL**

5698 **AUTHORITY**
A. General
B. Authorized Origin/Destination
C. Towing Equipment Cost

5700 **SHIPMENT METHODS**
A. Gov't Arranged POV Transportation
B. Traveler Arranged POV Transportation
C. Transporting a Specially Equipped Automobile

Subsection B6b: OCONUS POV Transportation

5702 **GENERAL**
A. Scope
B. POV Transportation Allowances
C. Authorization
D. POV Shipment Information
E. PBP&E Shipment not Allowed
F. POV Shipment Requirements

5704 **ELIGIBILITY**
A. Authorized Personnel

Paragraph **Title/Contents**

B. Eligibility Determination
C. Criteria
D. Conditions
E. Employees Assigned to Johnston Island

5706 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

5708 POV SIZE LIMIT

5710 CARE AND STORAGE
A. Gov't Responsibility
B. POV not Claimed

5712 SHIPMENT METHODS
A. Gov't Arranged POV Transportation
B. Personally Procured Transportation

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS
A. General
B. Exception
C. Car Ferry

5716 TRANSPORTATION AUTHORIZED
A. General
B. CONUS to OCONUS PDS Transfer/Assignment
C. OCONUS to OCONUS PDS Transfer/Assignment
D. Tour of Duty Completed
E. Tour of Duty ***Not*** Completed
F. Transfer from OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV to an OCONUS PDS Where it is ***Not*** in the Gov't's Interest to Have a POV
G. OCONUS PDS Where It Was Not Initially in the Gov't's Interest to Have a POV Changed to a PDS that is in the Gov't's Interest to Have a POV
H. OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV Changed to a PDS that is ***Not*** in the Gov't's Interest to Have a POV

5718 TRANSPORTATION NOT AUTHORIZED

5720 RESTRICTED POV TRANSPORTATION
A. General
B. Exception

5722 PORTS/VPCS USED
A. General
B. Designation of Ports
C. Alternate Ports/VPCs

5724 POV TRANSPORTATION TO/FROM PORTS
A. General
B. Transportation Arrangements

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

Paragraph **Title/Contents**

5728 **POV PURCHASED IN A NON-FOREIGN OCONUS AREA**
A. Restriction
B. Exception

5730 **RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE**

5732 **REPLACEMENT POV SHIPMENT**
A. General
B. Emergency Replacement
C. Non-Emergency Replacement
D. Limitations

5734 **POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES**
A. Transfer/Assignment between OCONUS PDSs
B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS
C. Agreement Not Completed and Employee Returns to CONUS for Separation
D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't

5736 **EXCESS COST COLLECTION**

5738 **DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY**

Subsection B6c: POV Storage

5740 **CARE AND STORAGE**
A. Gov't Responsibility
B. Employee Responsibility
C. Limitations
D. Additional POVs

5742 **STORAGE ICW CONTINGENCY OPERATIONS TCS**
A. General
B. Eligibility
C. Limitations
D. Location
E. Expenses

Section B7: Mobile Home Transportation

5744 **SCOPE**
A. General
B. Mobile Home Definition
C. Additional Allowances
D. Constructed Gov't Cost

5746 **ELIGIBILITY**
A. General
B. Acquisition
C. Mobile Home Used as Residence
D. Mobile Home Condition
E. Authorized Movement

Paragraph	Title/Contents
5748	**FUNDS ADVANCE**
5750	**GEOGRAPHIC LIMITATIONS** A. Origin/Destination Points B. Appropriate Port C. Border Crossing Point D. Cost Limitation
5752	**TRANSPORTATION** A. General B. Transportation C. Employee with Employee Spouse/Domestic Partner D. Employee with Member Spouse/Domestic Partner E. Limitations
5754	**PERSONALLY PROCURED COMMERCIAL TRANSPORTATION** A. Authorized Transportation B. Reimbursement C. Transportation Arrangements D. Paying the Carrier E. Transportation Costs
5756	**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. Mobile Home Towed by POC G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) H. Self-propelled Mobile Home Driven Overland I. Self-propelled Mobile Home Driven over Water (i.e., house boat) J. Mobile Home Moved by Overland Towing
5758	**GOV'T PROCURED TRANSPORTATION** A. Arrangements B. Gov't's Cost Obligation C. Written Agreement of Financial Responsibility D. Allowance Limitations E. Routing F. Costs Allowed G. Costs Not Allowed H. Denied Payment
5760	**TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS**
5762	**EMPLOYEE DEATH** A. CONUS B. OCONUS

Paragraph **Title/Contents**

Section B8: Pet Quarantine

5764 **GENERAL**

5766 **PET QUARANTINE REIMBURSEMENT**

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

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

Section B9: Temporary Lodging

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

5772 **PURPOSE**

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

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

5778 **ELIGIBILITY**
A. Conditions
B. TQSE in Other Locations
C. Exclusions
D. Restrictions
E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

5780 **ALLOWANCE DUPLICATION**
A. TQSE Payment
B. TQSA Payment
C. Restrictions
D. TCS

5782 **DOCUMENTATION**

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

5784 **TQSE(LS) OPTION**

5786 **AUTHORITY**
A. General
B. Considerations

Paragraph	Title/Contents
5788	**LIMITATIONS** A. Payment Limitation B. Time Limitation C. Erroneous Advice Information
5790	**ELIGIBILITY PERIOD**
5792	**RECEIPTS AND SUPPORTING DOCUMENTATION**
5794	**PAYMENT**
5796	**COMPUTATION** A. HHT B. Payment Basis C. TQSE(LS) Per Diem Rates/Percentages D. TQSE(LS) Computation Chart E. TQSE(LS) Computation Example

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

5798	**TQSE(AE) OPTION** A. General B. AEA
5800	**AUTHORITY** A. General B. Considerations
5802	**LIMITATIONS** A. Payment Limitation B. Time Limitations C. Additional TQSE(AE) Period Justification D. Occupancy Limitations
5804	**ELIGIBILITY PERIOD** A. Starting Temporary Lodging Occupancy B. Temporary Lodging Occupancy Time Period C. Ending Temporary Lodging Occupancy
5806	**RECEIPTS AND SUPPORTING DOCUMENTATION** A. Receipts and Supporting Statement B. Submitting TQSE(AE) Claims
5808	**PAYMENT** A. General B. Actual Expenses Allowed C. Excess Expenses D. Lodging with a Friend or Relative E. Itemization F. Conditions Affecting Reimbursement G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging

Paragraph **Title/Contents**

5810 **COMPUTATION**
A. TQSE(AE) Calculation
B. Computation Examples

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

5812 **TQSA**

Section B10: Miscellaneous Expense Allowance (MEA)

5814 **GENERAL**
A. Purpose
B. Advance Payments
C. Mobile Home Relocation
D. Lease Penalty Expense

5816 **ELIGIBILITY**
A. Employees Eligible for MEA
B. Employees ***Not*** Eligible for MEA

5818 **REIMBURSEMENT**
A. General
B. Minimum Payment
C. Maximum Payment
D. Reimbursable Costs
E. Non Reimbursable Costs
F. Administrative Procedures

Section B11: Service Agreements

Subsection B11a: General

5820 **SERVICE AGREEMENT**
A. General
B. Failure to Sign a Service Agreement
C. Initial Agreement
D. Renewal Agreement
E. Appointment/Transfer to an OCONUS Position
F. More than One Service Agreement
G. Subsequent Service Agreements
H. Reimbursement Disclosure Statement

5822 **PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT**
A. General
B. Designated Personnel

5824 **ACTUAL RESIDENCE**

5826 **ACTUAL RESIDENCE DETERMINATION**
A. Appointees (Including Student Trainees)
B. OCONUS Employment

5828 **SERVICE AGREEMENT REQUIREMENTS**

Paragraph **Title/Contents**

5830 **SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION**
A. Transportation and Storage
B. Record Maintenance

5832 **SERVICE AGREEMENT PREPARATION AND DISPOSITION**
A. General
B. Preparation and Disposition
C. Service Agreement for OCONUS Employees other than School Teachers
D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616)
E. DOD Service Agreement - Transfer of Employees to and within CONUS (DD Form 1618)

Subsection B11b: Initial Agreements

5834 **INITIAL AGREEMENT NEGOTIATION**

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

Subsection B11c: Renewal Agreement

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

Subsection B11d: Tour of Duty Requirements

5840 **TOUR OF DUTY REQUIREMENT**
A. General
B. Minimum Periods of Service
C. OCONUS

5842 **STARTING TOUR OF DUTY**
A. Transfer to and within CONUS
B. Appointment to First PDS
C. OCONUS Agreements

5844 **ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY**
A. General
B. Acceptable Reasons for Release from Tour of Duty Requirements
C. Transfer to Other Departments/Agencies
D. Verification

Subsection B11e: Agreement Violation

5846 **AGREEMENT VIOLATION**
A. General
B. Individual’s Financial Responsibility
C. Agreement Violation

Paragraph **Title/Contents**

5848 **AGREEMENT VIOLATION PENALTIES**

5850 **TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT**

5852 **RESPONSIBILITIES**
A. Employee
B. Civilian Personnel Officer
C. Finance, Fiscal, or Disbursing Officer

5854 **AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS**
A. General
B. Exceptions
C. Examples

5856 **AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**
A. Violation during the First Year of Service under an Initial Service Agreement
B. Violation after One Year of Service under an Initial Service Agreement
C. Employee Serving under Renewal Agreements
D. DoDEA Teacher

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

Section B12: House Hunting Trip (HHT)

5860 **GENERAL**

5862 **ELIGIBLE EMPLOYEE**

5864 **INDIVIDUALS NOT ELIGIBLE FOR A HHT**

5866 **SEPARATE TRIPS BY EMPLOYEE AND SPOUSE**
A. General
B. Cost Comparison
C. Duration
D. AEA
E. Lump Sum Payment
F. Example

5868 **WHEN A HHT MAY BEGIN**

5870 **WHEN A HHT MUST BE COMPLETED**

5872 **HHT AUTHORIZATION**
A. General
B. Determination

Paragraph	Title/Contents
5874	**CONSIDERATIONS**
	A. General
	B. Arranging a Permanent Residence before a Move
	C. Arranging a Permanent Residence while in Temporary Lodging
	D. Avoiding an Advance Trip
	E. TDY at the New PDS
	F. Housing Information Assistance
5878	**TRIP DURATION**
	A. General
	B. Time Limitation
5880	**TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY**
5882	**LOCAL TRANSPORTATION**
	A. General Expenses
	B. Local Transportation
	C. Special Conveyance (Taxi/Cab) Use
5884	**SUBSISTENCE**
	A. General
	B. Methods
	C. Subsistence Calculation Examples
	D. Round-trip House Hunting Travel
5886	**EXPENSE DOCUMENTATION**
	A. Transportation
	B. Subsistence Expenses
5888	**STATUS WHILE ON HHT**
5890	**NO RETURN TO OLD PDS**
5892	**HHT ADVANCE**
5894	**HHT ICW TQSE**
	A. TQSE(AE)
	B. TQSE(LS)
	C. HHT Deductions

Section B13: Temporary Change of Station (TCS)

5896	**GENERAL**
	A. TCS Authorization
	B. Official Duty Station
	C. Service Agreement
5898	**ELIGIBILITY**
	A. Assignment
	B. Employees Ineligible for a TCS
5900	**CONDITIONS**
	A. Component Cost Considerations
	B. Employee Tax Consideration

Paragraph **Title/Contents**

C. Employee Concerns
D. Equity Concerns
E. Assignment Length
F. Distance Requirement

5902 TCS ALLOWANCES
A. Basic Allowances
B. Discretionary Allowances
C. Allowances upon Assignment Completion
D. TCS Allowances vs. Per Diem

5904 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS
A. Allowance Duration
B. Payable Allowances
C. Expenses Not Payable

5906 SEPARATION FROM GOV'T SERVICE
A. After TCS Completion
B. Before TCS Completion

Section B14: Real Estate Allowances

Subsection B14a: General

5908 GENERAL
A. Conditions
B. Requirements ICW Reimbursement
C. Time Limit for Residence/Lease Termination Transactions
D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS
E. Residence Sale in Anticipation of Transfer
F. Examples
G. General
H. Reimbursement
I. FTA and HSTA Lease Penalty

5910 EXCLUSIONS

5912 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE
A. Reimbursable Expense
B. Reimbursement Limit

5914 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS
A. Application for Reimbursement of Expenses
B. Claim Submission
C. Review and Approval of Reasonable Charges
D. Approval of Payment
E. Privacy Act Statement

5916 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT
A. Allowable Expenses
B. Claim Procedure

5918 RETURN FROM MILITARY DUTY

Paragraph **Title/Contents**

Subsection B14b: Residence Transaction Expenses - Home Purchase

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

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

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

Section B15: Relocation Services

Subsection B15a: General

5924 **GENERAL**
A. DoD Contract Services
B. DoD Component Responsibilities

5926 **ELIGIBILITY CONDITIONS AND LIMITATIONS**
A. Eligible Employee
B. Person Not Covered
C. Limitations
D. TCS

5928 **PROCEDURAL REQUIREMENTS AND CONTROLS**
A. Employee Option
B. Dual Benefits Prohibited
C. Payment Restrictions
D. Maximum Home Value
E. Order

Subsection B15b: Property Management (PM) Services

5930 **GENERAL**
A. Purpose
B. When PM Services May Be Authorized
C. Obtaining PM Services
D. PM Services
E. Income Tax Consequences of PM Services
F. Ineligible Employee

5932 **PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS**
A. General
B. PM Services Payment Duration
C. PM Services Continuation

Paragraph **Title/Contents**

5934 **PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS**
A. Authorized PM Services
B. PM Services in Lieu of Residence Sale
C. Repayment of PM Expenses
D. Residence Sale after Electing PM Services
E. PM Services Payment Duration

5936 **PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS**
A. General
B. PM Services Payment Duration
C. Residence Sale Incident to Temporary Official Station Becoming the PDS

Subsection B15c: Home Marketing Incentive Payments

5938 **GENERAL**
A. Purpose
B. Definitions
C. Tax Consequences

5940 **ELIGIBILITY**

5942 **PAYMENT CONDITIONS**
A. Eligible Employee
B. Relocation Services Fee
C. Authorization

5944 **MAXIMUM AMOUNT PAYABLE**
A. Payment Limitations
B. Payment Examples

Section B16: RIT Allowance

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5010 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. Travel by POC (par. 5164),

2. Procure common carrier transportation (par. 5014), or

3. Be provided transportation in kind (par. 5014-D).

B. Exceptions. A member may elect the travel and transportation options listed above except when:

1. Travel is performed partly at personal expense and partly by Gov't procured transportation and/or Gov't conveyance (par. 5016),

2. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (par. 5020),

3. Travel OCONUS is involved (par. 5018),

4. There are special circumstances (Ch 5, Part A2c and Ch 7), or

5. POV delivery/pickup is involved (par. 5354).

5012 TRAVEL TIME

A. General

1. A member performing PCS travel is authorized the travel time allowable to complete the PCS move.

2. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the DoD component concerned.

3. In computing travel time, distance is disregarded from the home, office, or residence to the local transportation terminal, or vice versa.

4. Except as in par. 5054, travel time is computed under pars. 3025, 5018-C3, 5016-B, and 5012-B.

5. The maximum travel time that may be allowed under this par. is that which would have been allowed under par. 3025-C2 had travel been performed entirely by POC.

6. A member reassigned between activities at the same PDS is allowed no travel time. ***See par. 5000 for proximity PCS.***

7. If a PCS order is amended, modified, canceled or revoked en route, travel time is allowed between the same points that were used to determine the member's travel allowances.

8. In a case involving two afloat units or an afloat unit and a shore activity, the unit'(s) location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct.

9. When POV delivery/pick up is separate from PCS travel, allowable travel time is computed IAW par. 3025-C2.

10. Travel time allowed may differ from the time allowed for per diem computation purposes.

11. When a member takes leave ICW a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

2. **Example:** Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the member's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POC fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations might require an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5014 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

*A. Mandatory DoD Policy. It is ***mandatory policy*** for all members to use an available TMC for all official transportation requirements.

B. Reimbursement

1. A member who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3045, 3500, 3600, and 3650.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. ***is based on the policy constructed airfare.***

4. ***If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used,*** if Gov't procured transportation is available under par. 2405-B (**B-163758, 14 Aug 1975**).

C. Per Diem. Per diem is computed under Ch 5, Part A3b.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the member is authorized per diem under par. Ch 5, Part A3b.

5016 MIXED MODE TRAVEL

A. General

1. Reimbursement. If travel is by mixed modes for a separate journey (par. 3035), reimbursement is determined under par. 5016-A3.

2. Exception. The following is not part of mixed mode travel in a journey:

a. Travel between the duty station and local transportation terminal, or

b. Travel between local transportation terminals.

3. Computation

a. Total reimbursement for POC and personally procured commercial travel may be no more than the MALT Plus payable for the entire ordered travel distance less the cost of any Gov't procured transportation used for a portion of the journey.

b. Do not collect excess cost from the member if deducting the cost of the Gov't procured transportation from the MALT Plus results in a negative amount.

4. PCS Mixed Modes Example. The rates in this example may not be current. See par. 2025 for the Standard CONUS per diem rate. See par. 2605 for the MALT rate.

Date	**Departure/Arrival**	**Location**	**Transportation**
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is $.23/mile		MALT Plus per diem rate is $142/day Leave address M&IE is $51 New PDS M&IE is $71	

COST FOR ACTUAL TRAVEL		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $142/day x 3 days =	$ 426.00
	Total Actual Cost	**$931.99**
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $142/day x 9 days =	$1,278.00
	Total Constructed Cost	**$1,964.32**
Reimburse to the member the actual cost ($931.99) NTE the constructed cost ($1,964.32).		
	The Member is Due	**$931.99**

B. Mixed Modes Travel Time

1. General

a. Authorized travel time for travel by mixed modes is:

(1) Travel time authorized for the total distance traveled by POC in whole days IAW par. 3025-C, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5018-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 3025-C as if POC were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650;

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;

(3) Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

(3) Example 3. Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL -

total distance is disregarded).

(2) Example

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles) Miami to leave location Chicago, IL (1,392 miles) Chicago to new PDS Ft. Irwin CA (2,094 miles) Ft. Belvoir to Ft. Irwin is 2,627 miles Ft. Belvoir to Chicago is 715 miles
If the member travels by POC the entire trip, travel time is computed using 2,627 miles.
If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.
If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.
If the member travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5018 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as provided in pars. 5018-B and 5018-C, a member traveling on a PCS order that neither directs a transportation mode nor specifies that the member is to travel with other members with no/ limited reimbursement to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part A2a for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. 5018-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part A2a for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5018-A1 or 5018-A3, IAW par. 5354.

B. When only Land Travel Is Involved. Except as in par. 5018-C, a member on a PCS order not involving transoceanic travel (see App A1) is authorized the applicable allowances in par. Ch 5, Part A2a for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is Gov't/Gov't procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. 5018-A; and

b. Dependent travel under par. 5082; and

c. POV delivery to the loading port/VPC for transportation under par. 5354.

2. POC Travel. See par. 5162.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POC, see par. 5162.

4. Transoceanic Transportation Reimbursement Costs

a. Gov't/Gov't procured Transportation Available. If Gov't and Gov't procured transportation are both ***authorized and available***, the member is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available. When travel is directed by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, ***reimbursement for the transoceanic travel is not authorized***.

b. Gov't/Gov't Procured Transportation Not Available

(1) Gov't/Gov't Procured Transportation Not Available. When Gov't/Gov't procured transportation are not available, the member is authorized transportation reimbursement NTE the policy constructed airfare (see App A1) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the member and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See par. 3005-F for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When a member, at personal expense and convenience, performs PCS travel over an indirect/circuitous route (see App A1), the member is authorized:

a. MALT Plus for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

c. Reimbursement for transoceanic non U.S. flag transportation used and per diem NTE the cost the Gov't would have incurred for the member's transportation on the direct route if travel by non U.S. flag carrier on the circuitous route is supported by the documentation required in Ch 3, Part A1, stating that a U.S. flag carrier was not available on the direct route and documentation stating that a U.S. flag carrier was not available on the circuitous route.

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the member would have been authorized under par. 5018-A via the direct route between the old and new PDSs.

3. Transoceanic Travel Directed. If transoceanic travel by Gov't/Gov't procured transportation is directed and the member travels by a different mode, the maximum cost computed under par. 5018-A must be reduced by the unused directed transportation mode cost.

5020 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CH 4, PART B) IS DIRECTED

A. Mandatory Policy. ***It is mandatory policy that all members use an available TMC for all transportation requirements.***

B. Transoceanic Travel

1. When travel is ***directed*** (as opposed to being authorized) by Gov't/Gov't procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. 5018-C4.

2. ***The policy in par. 3220-B allowing reimbursement NTE the directed mode cost does not apply.***

C. Members Traveling Together under an Order Directing No/Limited Reimbursement

1. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the order.

2. The TDY per diem rules in Ch 4, Part B, also apply for PCS.

3. This form of travel may be ***directed*** for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

D. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction

1. Each Service may issue regulations permitting AOs to direct use of Gov't transportation or common carriers and/or meal tickets for travel of enlistees, re-enlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station.

2. See par. 3220 if the directed transportation mode is not used.

3. When meal tickets are not available and meals and/or lodging are/is required, reimbursement is authorized for occasional meals and lodging under par. 4230.

4. If Gov't/Gov't procured transportation and/or meal tickets are used, the member is authorized reimbursement of reimbursable expenses under Ch 4, Part B and App G.

E. Travel Reimbursement. Unless otherwise prohibited in these regulations, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost. ***NOTE: Member transoceanic PCS travel is a notable exception.***

5022 NEW PDS IS A SHIP

A. General

1. When the new PDS is a ship, the new PDS rate is the rate for the location at which the ship is boarded.

2. If the ship is at sea, then the last place departed is the "new PDS rate."

B. Examples:

1. Example 1. A member travels PCS from NAS Corpus Christi, TX, to the USS NIMITZ (home port Bremerton, WA). Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.

2. Example 2. A member travels PCS from NAS Jacksonville, FL, to USS CARR, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS CARR arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. Example 3. A member travels PCS from USS Enterprise to USS Normandy, each of which is away from home port. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. This does not preclude per diem under par. 5050.

5024 PCS EXAMPLES - LODGING PLUS AND MALT PLUS PER DIEM

A. Standard CONUS Per Diem Rate. The **Standard CONUS per diem rate** used in these examples may not be current. See par. 2025 for the current rate..

B. Examples

1. Example 1

Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi $25
	Arrive:	New PDS		
Member spends $115 for lodging on 15 July. POE per diem rate is $188 ($126/ $62). POE is not the local terminal for the old PDS. M&IE for the new PDS is $51. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
15 Jul	Per diem: $115 ($115 < $126) + (75% x $62 = $46.50) =			$ 161.50
	MALT: 114 miles x $.23/mile =			$26.22
16 Jul	Per diem: 75% x $51 =			$38.25
	Taxi			$ 25.00
Total Reimbursement =				**$250.97**
NOTE: MALT & Lodging Plus per diem are paid for the same day.				

2. Example 2

Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi $20
	Arrive:	New PDS		
Member spends $110 for lodging on 3 Aug. POE per diem rate is $161 ($110/ $51). M&IE for the new PDS is $60. Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
1 & 2 Aug	$142/day x 2 days			$284.00
3 Aug	$110 + $51 =			$161.00
	805 miles x $.23/mile =			$185.15
4 Aug	75% x $60 =			$ 45.00
	Taxi			$ 20.00
Total Reimbursement =				**$695.15**
NOTE: Though there is another MALT Plus per diem day payable, pay Lodging Plus computed per diem for the night spent at the port.				

3. Example 3

Date	Departure/Arrival	Location	Transportation	Distance
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Member spends $75/night for lodging 4 to 9 Jun while TDY. TDY per diem rate is $189 ($125/ $64). Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
1 to 3 Jun	$142/day x 3 days =			$426.00
4 Jun	$75 + $64 =			$139.00
	1,200 miles x $.23/mile =			$276.00
5 to 9 Jun	($75 + $64)/day x 5 days =			$695.00
10 Jun	$142/day x 1 day =			$142.00
	300 miles x $.23/mile =			$ 69.00
Total Reimbursement =				**$1,747.00**
***NOTE*: MALT is paid 4 June; pay Lodging Plus per diem since the member arrived at the TDY location that day.**				

4. Example 4

Date	Departure/Arrival	Location	Transportation	Distance
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Member spends $109 for lodging on 10 Jul. POE per diem rate is $155 ($101/ $54). POD is not the local terminal for the new PDS. New PDS M&IE is $82. Standard CONUS per diem = $142. MALT rate per authorized POC is $.23/mile.				
REIMBURSEMENT:				
1 to 9 Jul	$142/day x 3 days =			$426.00
10 Jul	$101 + $54 =			$155.00
	1,080 miles x $.23/mile =			$248.40
11 Jul	75% x $82 =			$ 61.50
	120 miles x $.23/mile =			$ 27.60
Total Reimbursement =				**$918.50**
***NOTE*: Though MALT is paid 11 July, pay Lodging Plus computed per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.**				

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5026 GENERAL

A. MALT Plus Flat Per Diem.

1. A MALT Plus flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. 5012.

2. Each member traveling in a POC is authorized the Standard CONUS per diem rate.

*B. Gov't Qtrs and/or Gov't Dining Facilities. If used, Gov't Qtrs and/or Gov't dining facilities have no effect on the per diem amount paid.

5028 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The new PDS per diem rate and the computation in par. 4280 are used for PCS travel when transportation is personally procured (par. 5014), or furnished as transportation-in-kind (par. 5014-D), for separate legs of a journey (par. 3035).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 4280.

2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

D. New PDS is a Ship. See par. 5022.

5030 PARTIAL TRAVEL DAYS

The 75% rate in par. 4065-A applies to departure and arrival days at:

1. PDSs,

2. Designated places,

3. Safe haven (when PCS travel is via a safe haven location).

4. COT leave locations when Lodgings Plus per diem is paid.

5032 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 4280).

5034 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

See Ch 3, Part I.

5036 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for a traveler and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, ***except*** on embarkation and debarkation days.

5038 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

The following are examples of per diem computation, when Gov't or commercial transportation is used. The examples also cover crossing the international dateline (IDL).

A. Example 1

Date	Departure/Arrival	Location	Transportation
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Traveler spends $150 for lodging on 17 February. POE per diem rate is $291 ($193/ $98). POE is not the local terminal for the old PDS. Traveler spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT:			
17 Feb	75% x $98 = $73.50 + $150 ($150 is less than $193) =		$ 223.50
18 Feb	$51 (destination M&IE rate) =		51.00
18 Feb	$51 + $100 ($100 is less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			**$454.75**

B. Example 2

Date	Departure/Arrival	Location	Transportation
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Traveler spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/$51). M&IE for new PDS is $39.			
REIMBURSEMENT:			
18 Feb	75% x $51 (destination M&IE rate) =		$ 38.25
18 Feb	$51 (destination M&IE rate) plus $100 ($100 less than $110) =		151.00
19 Feb	75% x $39 (new PDS rate)		29.25
Total Reimbursement			**$218.50**

C. Example 3

Date	Departure/Arrival	Location	Transportation
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is $177 ($126/ $51). M&IE for new PDS is $39.			
REIMBURSEMENT:			
5 Mar	75% x $39 (new PDS rate) =		$ 29.25
5 Mar	75% x $39 (new PDS rate) =		29.25
Total Reimbursement			**$58.50**

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 2: MEMBER TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5040 TRAVEL WHEN AN ORDER TO ACTIVE DUTY IS RECEIVED AT A PLACE OTHER THAN THAT TO WHICH ADDRESSED

When an order to active duty is received at, and travel begins from, a place other than that to which the order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the order was addressed.

5042 PCS ORDER RECEIVED AT TDY STATION

A. Member Issued a PCS Order while on TDY

1. A member who receives a PCS order while on TDY, and returns to the old PDS, is paid PCS allowances:

   a. From the TDY station to the old PDS, and then

   b. To the new PDS via any TDY station(s).

2. This includes a member who receives a PCS order while at a TDY station designating it as the new PDS ***effective immediately*** (57 Comp. Gen. 198 (1977)).

B. Member Issued a PCS Order with TDY en route. A member who departed the old PDS on a PCS order with TDY en route is not authorized PCS allowances to return to the old PDS from the TDY station, even if the order is amended or modified naming a different new PDS.

C. TDY Station Becomes PDS. See par. 4800.

5044 PCS ORDER RECEIVED WHILE ON LEAVE

A. PCS Order Received while on Leave from TDY Station. A member who receives a PCS order while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), NTE the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

B. PDS Changed or Assigned while on Leave from the PDS. A member, who receives a PCS order while on leave from the old PDS, and begins PCS travel from that site, is authorized PCS allowances from the place at which the order is received to the new PDS, NTE allowances from the old to the new PDS.

Effective 1 June 2014

5046 PCS WITH TDY AT A LOCATION NEAR (BUT OUTSIDE THE LIMITS OF) THE OLD OR NEW PDS

A. Per Diem Not Payable. Per diem is not payable:

1. At a TDY location ICW a PCS with TDY en route near the old/new PDS; or

2. When a member performs TDY at/near the home port when the PDS is a ship/afloat staff

if the member commutes to the TDY from the Qtrs occupied while attached to the old PDS or the permanent Qtrs the member intends to occupy at the new PDS.

B. Qtrs at the Old or New PDS. Qtrs (residence, suite, room, cubicle, etc.) at the:

1. Old PDS are no longer permanent Qtrs on/after the PCS HHG weight allowance transportation date.

2. New PDS are permanent on/after the date the PCS HHG weight allowance is accepted.

C. Transportation Expenses. Transportation expenses incurred in commuting between the Qtrs at the old/new PDS and the TDY location may be paid under:

1. Ch 3, Part D, when travel is within the area defined in par. 2800-B, or

2. Par. 4785 when travel is from outside the area defined in par. 2800-B.

D. Meals Reimbursement. A member required to procure meals at personal expense outside the PDS limits may be reimbursed for the meal(s) under par. 4230.

E. Travel Outside the TDY Location

1. General. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Ch 4, Part B, are authorized.

2. Exception. A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS.

3. Example. A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to Ft. Belvoir 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem while at Ft. Belvoir (near old PDS) 5-15 August. If the member had departed on 15 June but performed TDY at Ft. Belvoir first, no per diem is payable for the TDY at Ft. Belvoir immediately after detachment if the member commuted from the permanent Qtrs occupied while stationed at the Pentagon (37 Comp. Gen. 669 (1958), B-138517, 27 February 1959, and B-161267, 30 August 1967).

F. TDY En Route within the Old and/or NEW PDS Limits. See par. 4100-A1.

5048 PCS ORDER CANCELED, AMENDED OR MODIFIED EN ROUTE

A. PCS Order Canceled Returning Member to the Old PDS

1. If a PCS order is canceled, limited PCS allowances are authorized:

a. From the old PDS to the location that cancellation notification was received, and

b. For return to the old PDS.

2. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

B. PCS Order Amended/Modified to Name a New PDS or En Route TDY Station

1. If a PCS order is amended/modified naming a new PDS/en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location that the amended order was received to the last-named new PDS.

2. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

5050 PCS INVOLVING A UNIT WITH A HOME PORT OR PDS LOCATION

A. General. PCS allowances for the travel described in this par. may be authorized/approved by the official(s) designated by the Service Concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, and/or personally drive the member's POC.

B. Home Port Changed

1. When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY stations(s).

2. If the unit is at the old home port, the member may be paid PCS allowances from the old home port to the new home port and return to the unit via any TDY station.

3. Travel must begin within 1 year from the home port change effective date, unless the time limit is extended by the Secretarial Process.

4. If a member is on leave from a deployed unit whose home port is changed, PCS allowances accrue from the leave point to the new home port via the old home port, NTE the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port.

5. For dependent and HHG travel and transportation allowances after a home port change announcement, see pars. 5116-F and 5296-J.

C. PCS from a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS from a unit that is away from its home port/PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and/or any TDY station(s).

D. PCS to a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS to a unit that is away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).

E. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date. A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port before/after the home port change effective date, may be paid PCS allowances from the old PDS to the unit via the new home port and/or any TDY station(s) (60 Comp. Gen. 561 (1981)).

F. PCS to a Ship with a Home Port Assignment Effective upon Commissioning

1. A member, ordered PCS to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to:

a. The old PDS/home port, then to

b. The ship's announced home port via any TDY stations, and then to

c. The place at which the ship is located.

2. For two-crew ships, both crews may be paid these allowances.

3. Travel must begin within 1 year from the ship's commissioning effective date (60 Comp. Gen. 561 and 564 (1981)).

G. PCS from a Unit Undergoing a Home Port Change. A member, ordered PCS from a unit undergoing a home port change and who detaches after the home port change effective date, may be paid PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

H. Travel to Old Home Port/PDS after the Effective Change Date to the New Home Port/PDS

1. A member assigned to a unit ordered to a new home port/PDS, but due to mission requirements is not able to assist with the move of HHG, POV, and/or to accompany dependents to the new home port/PDS prior to the effective change date of the new home port/PDS, is allowed to return from the new home port to the old home port after the effective change date of the new home port to move HHG, a POV, and/or to accompany dependents to the new home port.

2. Travel must begin within 180 days after the home port change effective date and prior to the order expiration date.

3. Requests for travel commencing after 180 days must be authorized/approved through the Secretarial Process.

4. Authority for a member in this subpar. is not applicable to pars. 5116-F and 5296-I.

I. Travel to/from a Place other than the New/Old Home Port

1. A member traveling under pars. 5050-B through 5050-G may be paid PCS allowances for travel via:

a. A place other than the old home port to the new home port,

b. The old home port to a place other than the new home port, or

c. A place other than the old home port to a place other than the new home port.

2. Allowances must not exceed those payable for travel between the locations authorized in this par.

5052 TRAVEL TO/FROM A DESIGNATED PLACE

A. PCS Allowances. A member ordered PCS, who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place,

2. The designated place via any TDY station(s) and then to the new PDS, or

3. Any TDY station(s) via the designated place and then to the new PDS.

B. Limitation.

1. A member may not be paid PCS allowances for round trip travel between a TDY station and a designated place.

2. On a subsequent PCS that results in dependent relocation, the member may be paid PCS allowances for travel from the old PDS to the:

a. New PDS via any TDY station(s) and/or the designated place, or

b. Authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place. ***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

C. Travel and Transportation Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must travel to the designated place en route between PDSs to assist:

1. In moving dependents,

2. Dependents with HHG shipment, or

3. Dependent transportation by POC.

D. Travel Allowances When Dependents are No Longer at the Designated Place (60 Comp. Gen. 562 (1981)). If a member is divorced or dependents die before the subsequent PCS effective date and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up:

1. HHG, and/or

2. Personal Effects, and/or

3. Member's/Dependent's POC.

5054 MEMBER ESCORTS DEPENDENT TO/FROM A DESIGNATED PLACE ICW A UNIT PCS MOVE TO/FROM AN OCONUS UNACCOMPANIED TOUR

A. CONUS PDS to OCONUS PDS

1. A unit member who is required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS.

2. The member is authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. 3025-A) as if the travel had been performed by Gov't procured transportation.

B. OCONUS PDS to CONUS PDS

1. A unit member who is required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit:

a. May escort dependents from the designated place to the new PDS; and

b. Is authorized round trip PCS allowances between the new PDS and the designated place.

2. Allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. 3025-A) as if the travel had been performed by Gov't-procured transportation.

5056 MEMBER ORDERED PCS FROM A PDS FROM WHICH DEPENDENTS HAVE BEEN EVACUATED

A. General. A member, ordered PCS from a PDS that dependents were evacuated under par. 6020 or 6090, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place/safe haven, as applicable;

2. The designated place/safe haven, as applicable, via any TDY station(s) and then to the new PDS;

3. Any TDY station(s) via the designated place/safe haven, as applicable, and then to the new PDS; or

4. The authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place/safe haven, as applicable; ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

B. Limitations

1. Travel allowances may not be paid for round trip travel between a TDY station and a designated place/safe haven.

2. Travel to a designated place must occur before the member completes PCS travel.

C. Travel Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must:

1. Assist in the transportation of dependents and/or HHG, and/or

2. Pick up personal items, and/or

3. Personally drive the member's POC.

5058 MEMBER UNABLE TO TRAVEL WITH ORGANIZATION
A member, unable to travel to the new home port/PDS with member's organization, for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in Ch 5, Part A2a.

5060 PCS TO HOSPITAL

PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the order does not contemplate return to the PDS.

5062 MEMBER DIES WHILE EN ROUTE TO THE NEW PDS

PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

5064 DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE

When ordered to travel over a route involving a higher cost to the Gov't on an order that is amended/modified while en route, a member is authorized allowances over the ordered route.

5066 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. Travel in CONUS.

a. A member on active duty, who:

(1) Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. 5066-A5, pars. 5066-B and 5066-C, and par. 5068-A1;

(2) Has a break in service of at least 1 calendar day; and

(3) Actually travels

is authorized travel and transportation allowances from the last PDS to the HOR or PLEAD, as the member elects.

b. See par. 5206-I for excess cost information and par. 5320-A for authorized HHG transportation.

c. A member traveling to/between any/different location(s) is authorized allowances for travel performed NTE the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. 5066-A5, pars. 5066-B and 5066-C, and par. 5068-A1; or

b. Is authorized travel allowances under par. 5066 to an OCONUS HOR or PLEAD; and

c. Has a break in service of at least 1 calendar day; and

d. Actually travels

is authorized travel and transportation allowances under par. 5018.

3. Travel to Processing Station of Choice

a. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOR/PLEAD from the last PDS, on a case by case basis (IAW Service policy).

b. If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity as determined by the Service. See par. 1015-C2f.

c. The member is authorized per diem/AEA appropriate for the processing station away from the PDS while undergoing separation processing. ***NOTE: NOAA's Marine and Aviation Operations and***

Commissioned Personnel Centers are processing stations for NOAA.

4. Order Received at a Leave Location

a. When a member receives a discharge certificate/separation order at a place the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. 5066-A1 or 5066-A2, whichever applies, from the member's last actual or constructed place of duty and not from the place the member received the discharge certificate/separation order.

b. For definition of last duty station, see App A.

5. Member Serves Less Than Prescribed Period of Service

a. Limitations. A member:

(1) Separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and

(2) Whose period of active duty service at separation or relief from active duty is less than 90% of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, must be provided only:

(a) Transportation in kind (no per diem) by the least expensive transportation mode available, or

(b) An amount NTE the Gov't's cost of such transportation.

b. Exceptions. The limitations above do not apply to a member in the following categories:

(1) Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC. See par. 5068-A1.;

(2) Retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. 5068-A1) (B-160488, 14 February 1967);

(3) Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

(4) Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or

(5) Discharged under 10 USC §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service

1. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not authorized travel and transportation allowances.

2. The prohibition above does not deny PCS allowances when the member is transferred on a PCS order in conjunction with reentry into or continuance in the Service.

3. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a prior period of service continuation. See 45 Comp. Gen. 661 (1966).

C. Discharge from the Service under other than Honorable Conditions. See par. 7635.

D. Time Limitation

1. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty.

2. If completion of travel before the 181st day imposes a hardship on the separated member, a time limit extension may be authorized/ approved for a specific additional period of time by the Secretarial Process. See par. 5000-B6.

E. Member Ordered to a Place to Await Disability Proceedings Results

1. A member who is:

a. Found unfit by a physical evaluation board to perform the duties of the member's grade,

b. Not authorized a HOS move under par. 5068, and

c. Ordered for the Gov't's convenience to a place to await disability proceedings completion,

is authorized travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the initial physical evaluation board results.

2. Upon final disposition of disability proceedings, the member is authorized travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program, is authorized travel and transportation allowances to the college.

Effective 2 September 2016
*G. Active Duty Member Transitioning to Selected Reserve. A separating member who has contracted to continue military service in a Reserve Component may be authorized travel and transportation allowances to the Selected Reserve PDS, without limiting costs to the HOR or PLEAD, IAW the Secretarial Process. This authority does not apply to a member in par. 5066-A5. No further travel and transportation allowances are authorized upon termination of the reserve contract.

5068 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized

a. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

(1) Retired for physical disability or placed on the TDRL (without regard to length of service);

(2) Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, 14 February 1967);

(3) Separated with severance/separation pay immediately following at least 8 years of continuous

active duty with no single break therein of more than 90 days; or

(4) Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

b. A member may select a home:

(1) Any place in the U.S.;

(2) The HOR outside the U.S. (see par. 5066-A) or the place outside the U.S. from which the member was initially called/ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or

(3) Any other place. ***NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.***

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances based on the member's selection of PLEAD/HOR under par. 5066-A when the member:

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice

a. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOS from the last PDS, on a case by case basis (IAW Service policy).

b. If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station as determined by the Service. See par. 1015-C2f

c. The member is authorized per diem/AEA appropriate for the processing station away from the PDS while undergoing retirement/ release to inactive duty processing. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

B. Time Limitations

1. General. Except as in pars. 5068-B2, 5068-B3 , and 5068-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date

(1) A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. 5068-B1, is authorized travel and transportation allowances to a HOS from the last PDS.

(2) Travel completion must be within 1 year after the discharge date from the hospital or termination

of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process. See par. 5000-B6.

b. During the 1-Year Period after the Active Duty Termination Date

(1) A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. 5068-B1, is authorized travel and transportation allowances to a HOS from the last PDS.

(2) Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period.

(3) A longer time period may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Member Undergoing Education or Training.

a. A member, who on the active service termination date:

(1) Is undergoing education/training to qualify for acceptable civilian employment, or

(2) Begins such education/training during the period specified in 5068-B1, as extended by par. 5068-B2 (if applicable)

is authorized travel and transportation allowances to a HOS from the last PDS.

b. Travel must be completed within 1 year after the education/training is completed, or 2 years from the active service termination date, whichever is earlier; and

c. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

4. Other Deserving Cases

a. An extension of the 1-year time limit in par. 5068-B1 may be authorized/approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit.

b. A time limit extension also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the member's benefit and not costly or otherwise adverse to the Service.

c. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move.

d. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. 5000-B6) using the Secretarial Process. See B-126158, 21 April 1976.

e. Delayed travel authorized in par. 5068-B4 must be incident to the member's separation from the Service. See B-207157, 2 February 1983.

C. Recalled to Active Duty before Selecting a Home

1. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authority for travel and transportation allowances to a HOS from the last PDS.

2. Travel must be completed to the selected home within l year after the last release from active duty unless extended under par. 5068-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Member on TDRL Who Is Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay/retirement for any reason (including transfer to the Fleet Reserve/Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. 5068-A or 5068-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await further orders ICW disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement order or other order if issued (32 Comp. Gen. 348 (1953).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: MEMBERS ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION d: DEPENDENT TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

5108 GENERAL

A. Scope. This Section covers dependent travel situations that are in:

1. Advance of the member's PCS, and

2. The Gov't's best interest.

B. Travel Order. An order authorizing dependent travel and transportation must cite the specific par. under which the travel is authorized.

5110 CALLED/ORDERED TO ACTIVE DUTY

A. TDY Station First Assignment. When a member is called/ordered to active duty, and is:

1. First assigned to a TDY station and then

2. Ordered on PCS,

the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR/PLEAD to the first PDS.

B. Commissioned from Service Academies

1. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authority for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed.

2. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired.

3. If the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. 5110-B2a or 5110-B2b, as appropriate, applies.

4. This authority is without regard to whether TDY is directed or performed en route.

5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE

A. General. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances.

B. Tour Length Restrictions. The tour length restrictions in pars. 5076-C5 and 5076-D do not apply.

5114 ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED

A. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in this par. if they travel.

B. Dependent Authorized Concurrent Travel with Member

1. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized dependent travel allowances when performed from the dependent's location when the member receives the PCS order to the OCONUS PDS, NTE the travel allowances from the last place transported at Gov't expense to the new PDS.

2. Gov't transportation facilities for transoceanic travel should be used when available.

C. Concurrent Dependent Travel Denied

1. Anticipated Delay to Be for 20 or More Weeks from Member's Port Reporting Month

a. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

b. A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

2. Anticipated Delay to Be for Less than 20 Weeks from Member's Port Reporting Month

a. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at Gov't expense to the new PDS.

b. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

D. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

1. CONUS,

2. A non-foreign OCONUS area; if:

a. The member was a legal resident of that area before entering on active duty;

b. The member's spouse was a legal resident of that area at the time of marriage;

c. The member was called to active duty from that area;

d. It is the member's HOR; or

e. Authorized/approved through the Secretarial Process;

3. An OCONUS location the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.

4. In these situations:

a. A dependent cannot be moved again at Gov't expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT.

b. A member moving a dependent to a designated place under par. 5114 may move the dependent to the OCONUS PDS at personal expense.

c. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at Gov't expense when a subsequent PCS order is issued.

E. Reimbursement for Transoceanic Travel. Par. 5018-C4 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

5116 ORDERED ON A DEPENDENT RESTRICTED TOUR, TO UNUSUALLY ARDUOUS SEA DUTY, OR TO DUTY UNDER UNUSUAL CIRCUMSTANCES

A. PCS on a Dependent Restricted Tour. When transferred by a PCS order on a dependent restricted tour, a member may leave the dependent at the current location or move the dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

1. CONUS;

2. A non-foreign OCONUS area; if:

a. The member was a legal resident of that area before entering on active duty;

b. The member's spouse was a legal resident of that area at the time of marriage;

c. The member was called to active duty from that area;

d. It is the member's HOR; or

e. Authorized/approved through the Secretarial Process;

3. An OCONUS location at which the PCS order states the member is to serve an accompanied tour immediately after completing the dependent restricted tour, or a tour falling under par. 5116-B or 5116-C below. The member must have sufficient obligated service to complete the dependent restricted tour and either the tour falling under par. 5116-B or 5116-C below, or the subsequent accompanied tour; or

4. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. See par. 5296-C second item for related HHG transportation.;

a. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;

b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments. See par. 5096-G.

c. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member; and

d. A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.

B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit

1. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent restricted tour) or to a designated place as in par. 5116-A.

2. A member is authorized dependent travel and transportation allowances under par. 5116 when the old home port/PDS is identical to the new home port/PDS (57 Comp. Gen. 266 (1978)).

C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member:

1. Is permanently assigned to a ship/afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified, or

2. Is transferred by a PCS order to a ship/afloat staff,

the member is authorized dependent travel and transportation allowances from the PDS to a designated place IAW par. 5116-A.

D. Subsequent Authority

1. When a member is:

a. Transferred from a dependent restricted tour to an area that dependent travel is authorized;

b. Transferred from a specified ship, afloat staff, or afloat unit in 5116-B2 or 5116-C except when serving a dependent restricted tour at the new PDS (see par. 5116-A) or another specified ship, afloat staff, or afloat unit (see par. 5116-B or 5116-C);

c. On permanent duty aboard a ship or on a staff in par. 5116-B or 5116-C when the ship/staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

d. On permanent duty on a dependent restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

2. Except as in par. 5088-E, dependent travel and transportation allowances are authorized from the dependent’s location:

a. On receipt of the PCS order in par. 5116-D1a or 5116-D1b; or

b. On the date of change of conditions in par. 5116-D1c or 5116-D1d, or

c. From the place the dependent was moved at Gov't expense under par. 5116-A or 5116-C, whichever results in the least reimbursement,

to the member's PDS.

3. Dependent travel and transportation allowances are authorized from the:

a. Place the dependent was moved under par. 5116, or

b. Home port for a ship, afloat staff, or afloat unit if the dependent is there on receipt of the PCS order in 5116-D1b,

to the new PDS.

4. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. 5116-B or 5116-C and the new PDS are identical (57 Comp. Gen. 266 (1978)).

E. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances:

1. From the old home port or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from:

a. The old home port to a location other than the new home port, par. 5090 applies.

b. A designated place to a location other than the new home port, the authority is limited to that from the designated place to the new home port.

2. From the old home port to the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from:

a. A location other than the old home port to the new home port, par. 5090 applies.

b. A location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.

3. From the old home port or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

F. Home Port Change Announcement

1. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port.

2. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked.

3. Provisions apply, but are not limited, to a member who has:

a. Delayed dependent travel or transportation to the old home port, or

b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

4. Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

5. Authority for a member in par. 5050-H is not applicable to exception for dependents in pars. 5116-F.

5118 REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED

A. General. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized at the new PDS, or IAW par. 5116, if the member is to serve an unaccompanied tour at the new PDS.

B. Subsequent PCS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS the member last departed.

C. Tour Length Restrictions. If the move is within the same theater, the tour length restrictions in pars. 5174-C5 and 5174-D do not apply.

5120 CONSECUTIVE OVERSEAS TOUR (COT)

A. General. A member stationed OCONUS who is selected to serve a COT is authorized dependent travel and transportation allowances (see par. 5150 for IPCOT allowances) under this par.

B. Unaccompanied to Unaccompanied Tour

1. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the Gov't's best interest.

2. ***This authority may not be delegated.***

3. This movement is authorized only on a PCS.

C. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.

D. Accompanied to Unaccompanied Tour

1. General. When a member serves an unaccompanied tour par. 5114-D or 5116-A applies.

2. Dependent Stays at Old PDS

a. A member may leave a command-sponsored dependent at the old PDS.

b. This location must be authorized/approved through the Secretarial Process.

c. Delegation may not be below the headquarters that directs dependent transportation policies/procedures for the Service concerned).

d. This location is then a designated place and the member may receive station allowances at the with-dependent rate (see par. 9205-A1).

3. Dependent Status. A dependent is no longer command-sponsored once the member departs PCS per DoDI 1315.18, Procedures for Military Personnel Assignments.

E. Accompanied-to-Accompanied Tour

1. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member serves an accompanied tour at the new PDS.

2. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

5122 CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT

A. General. A member:

1. Ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS.

2. Authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, is authorized travel performed NTE the allowances from the place the dependent was last moved at Gov't expense.

3. Not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS.

B. IPCOT. See par. 5150.

5124 TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY

A. Travel and Transportation Authorized. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS.

B. Travel and Transportation Not Authorized. ***Except for assignments involving duty under par. 5116, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

5126 CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY

A. General. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes.

B. Allowances. Dependent travel and transportation allowances are authorized from the old home port to the new home port.
C. Unusually Arduous Home Port Change Allowances. Home port change allowances involving units specified as unusually arduous are in par. 5116.

5128 ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF

For determination of dependent travel and transportation allowances, a mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port.

5130 MEMBER ORDERED TO A HOSPITAL IN CONUS

A. General

1. This par. does not apply to a member not authorized dependent travel and transportation allowances under par. 5076.

2. Except as provided in par. 5130-C, authority for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

B. From Duty Stations or Hospitals in CONUS

1. A member on active duty, who is transferred within CONUS from a PDS/TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. 5074-A, to the hospital.

2. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at Gov't expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

C. From OCONUS Duty Stations or Hospitals

1. A member at an OCONUS PDS, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS/designated place, to the first hospital the member is transferred for observation and treatment.

2. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

D. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. 5130-B and 5130-C, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. 5090).

E. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

1. When a dependent did not travel at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the last or any prior PDS or place the dependent was retained (see par. 5074-A) or from a designated place to which previously transported (see par. 5116), as applicable;

2. When a dependent traveled at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the hospital the member was transferred when the dependent traveled at Gov't expense.

5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW

A. General

1. A member stationed in CONUS, who is placed on involuntarily leave while awaiting completion of appellate review of a court-martial sentence to a punitive discharge/dismissal from the Service, may be provided dependent transportation.

2. Transportation is provided only if authorized/approved through the Secretarial Process. Par. 5138-F applies.

B. Member Restored to Duty. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place travel was authorized when placed on appellate leave to the member's PDS.

C. Final Separation Travel. When a dependent travels at Gov't expense to the HOR/PLEAD, or to some other place under this par., such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION

A. General

1. Per diem or reimbursement for meals and lodging may not be paid ICW travel in this par.

2. A dependent of a member on duty aboard a ship:

a. Being overhauled/inactivated at a place other than its home port, or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. 5134-D in lieu of the member's authority, to the overhaul or inactivation port, NTE the cost of Gov't-procured commercial round trip travel for the member.

3. Such dependent travel, in lieu of member's travel, may be provided on/after the 31st day, and every 60th day after the 31st day after the date the ship enters the overhaul/inactivation port or after the date the member becomes permanently assigned to the ship, whichever is later.

4. A dependent must not be provided transportation under this par. unless the member has been assigned to the ship for more than 30 consecutive days.

5. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization.

6. All travel authorized under this par. must begin before the ship departs from the overhaul/inactivation port.

7. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

B. Ship's Home Port Not Changed

1. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. 7615, in which case dependent travel under this par. is not authorized.

2. The member has the option to alternate travel, i.e., member, dependent, member, each time the authority becomes available.

3. Dependent travel under this par. may not exceed the cost of Gov't-procured round trip travel for the member.

C. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

D. Dependent Travel while the Ship Is Being Constructed

1. When the conditions in this par. are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

a. Ship's designated future home port; or

b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from one of the below.

2. The dependent above may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

a. Ship's future home port; or

b. Area at which the dependent is residing.

3. Exception: If the member has elected personal travel under par. 7615-C, dependent transportation under this par. is not authorized.

4. A member has the option to personally travel or substitute dependent travel each time the authority becomes available.

5. Authorization for transportation accrues on/after the 31st consecutive day and every 60th day after the 31st day after the date the member becomes permanently assigned to the ship.

6. A dependent that becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip.

7. All travel under this par. must begin before the ship departs the construction port.

E. Transportation Allowances

1. A member whose dependent travel is covered by pars. 5134-A and 5134-D, is authorized one, or a combination, of the following for the authorized round trip travel:

a. Transportation-in-kind;

*b. Reimbursement for the cost of personally-procured commercial transportation (***TMC/TMC use is still mandatory***);

c. The automobile mileage rate (see par. 2600) for the distance traveled by POC.

2. Gov't transportation must be used to the maximum extent practicable.

3. Reimbursement under par 5134-E1b is subject to:

a. Par. 5074-B2, for land travel; and

b. Par. 5082, for transoceanic travel.

4. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

5. Reimbursement under par. 5134-E1b or the mileage under par. 5134-E1c must not exceed the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER

A. General

1. The Services have limited discretionary authority (see pars. 5136-A3 and 5136-A4) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters (42 USC §5121 et seq) subject to approval by ASD (M&RA).

2. This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station (DoDI 1315.18, Encl 5, par. 2.).

3. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the ASD (M&RA) for concurrence, approval, and adjudication. See DoDI 1315.18.

4. Non-DoD Services are not subject to the DoDI but should coordinate their policies with ASD (M&RA) for transparency among members.

5. See pars. 5050 and 5052 when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS.

6. The member's PCS travel is completed on the reporting date at the new PDS.

7. See par. 10406 and Tables 10E-4 and 10E-5 for housing allowance changes when a Service defers a dependent's travel.

B. Designation of a CONUS Area as a Non-concurrent Travel Application Area

1. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.

2. Upon designation of a CONUS area as a non-concurrent travel area, dependent travel to locations within the area is not authorized at Gov't expense until authorized/approved by the installation Commander or designee.

3. The member selects 'awaiting transportation' location for the dependent when par. 5136-C4, 5136-D2, or 5136-E3 applies.

4. See Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances.

5. The member's new commanding officer may authorize/approve additional travel time when appropriate per Service policy (see par. 5012-C).

6. Pars. 5050 and 5052 are not applicable when the designated place has not been declared.

7. Par. 5136-B3 example: A dependent departs the old PDS en route to the new PDS when the Service declares the new PDS a non-concurrent travel area and directs the dependent to remain at a delay location. Dependent travel and transportation allowances authorized at the 'awaiting transportation' location are:

a. TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or

b. PCS allowances from that location to a designated place and/or the new PDS at Gov't expense.

C. Delayed Dependent Travel between CONUS PDSs

1. PCS Order

a. The member's PCS order must state that dependent travel to the new PDS is not authorized until authorized/approved by the installation Commander or designee.

b. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

2. Delay Anticipated to Be for Less than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at Gov't expense is not authorized.

3. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

a. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at Gov't expense.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must be modified to reflect the authorized designated place.

4. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent performs PCS travel en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

1. Delay Travel to New CONUS PDS

a. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place.

b. A non-foreign OCONUS designated place may be authorized by the Installation Commander when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must state that dependent travel under that order to the new CONUS PDS at Gov't expense is not authorized until authorized/approved by the authority designated by the Installation Commander or designee.

d. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at Gov't expense.

2. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation

status (See par. 2250-B1d).

E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This subpar. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

1. Delay Anticipated to Be for Less than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at Gov't expense is not authorized.

2. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

a. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location.

c. The PCS order must reflect the authorized designated place.

3. Travel Delayed while the Dependent Is En Route to the New PDS

a. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. 2250-B1d.

b. The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Installation Commander or designee.

c. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

1. General

a. This par. applies when dependent(s) travel to a dependent-selected location not authorized by a travel order or performs travel prior to the issuance of an amended/modified PCS order.

b. Travel and transportation reimbursement for dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

2. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS is Less than 20 Weeks from the Member's Reporting Date. This subpar. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

3. Anticipated Delay at a Foreign OCONUS PDS for Less than 20 Weeks from the Member's Reporting Date

a. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

4. Anticipated Delay is 20 or More Weeks from the Member's Reporting Date

a. This subpar. applies to a dependent (separately or as a family) who elects to travel, from the member's PDS from which the member is ordered, to a location other than the designated place.

b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the Gov't's travel and transportation cost directly from the last place the dependent was moved at Gov't expense to the new PDS.

d. Pars. 5050 and 5052 are not applicable when the authorized dependent designated place is unknown.

e. Excess travel costs involving the dependent-selected location are the member's financial responsibility.

5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those in pars. 5138-B, 5138-C, 5138 D, 5138-E and 5140-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel:

a. From the PDS/place the dependent was last transported at Gov't expense,

b. To the place the member elects to receive travel allowances under par. 5066.

2. See par. 5206-I for excess cost information and par. 5320-A for authorized HHG transportation.

B. Duty Station Erroneously Designated as HOR

1. An officer who upon:

a. Being commissioned from an enlisted grade;

b. Being commissioned in the regular establishment while on active duty as an RC member; or

c. Accepting a new commission in an RC without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized, upon relief from active duty dependent travel and transportation allowances to the correct HOR if the conditions in 4 and 5 below are met.:

2. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

3. Certified place agrees with the member's residence of record in the Service concerned upon the member's

enlistment or entry on active duty for the service period during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same/another status or in the same/another Uniformed Service, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.

E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks. An RC member who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or

2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less than the Initial Prescribed Period of Service

1. This subpar. applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to.

2. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Gov't's cost of the least expensive common carrier transportation that would have been furnished.

3. This subpar. does not apply to a member who is:

a. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. 5140-A1a(1));

b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. 51940A1a(2));

c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

d. Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve is reduced by the Secretary concerned and is separated or released under honorable conditions;

e. Discharged under 10 USC §1173 for hardship; or

f. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit

1. Except when additional time is authorized/approved, travel must begin before the 181st day following

separation from the Service or relief from active duty for authorization under this par.

2. When travel before the 181st day would impose a hardship on the separated member, a time limit extension (see par. 5000-B6) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings

1. A member, who:

a. Is found by a physical evaluation board unfit to perform the duties of the member's grade, and

b. Is not authorized to select a home under par. 5068, but

c. For the Gov't's convenience, is ordered to a place to await the results of the disability proceedings,

is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested.

2. Dependent travel under this subpar. must not preclude authorization for dependent travel when a disability separation order, or other order, ultimately is issued.

3. Authorization is subject to adjustment upon final disposition of physical disability proceedings NTE the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

5140 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized

a. A member on active duty is authorized dependent's travel and transportation allowances to the member's HOS under par. 5068-A from the last PDS or place to which the dependent was last transported at Gov't expense when the member is:

(1) Retired for physical disability or placed on the TDRL (without regard to length of service);

(2) Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (B-160488, 14 February 1967);

(3) Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

(4) Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

b. A member authorized travel to a HOS under par. 5068-A:

(1) Who qualifies under par. 5068-B or 5068-C by traveling to the HOS within the specified time limits, and

(2) Whose dependent travels to a home other than the member's HOS,

is authorized dependent travel and transportation allowances for travel performed NTE the authorization for travel from the PDS, or place to which the dependent was last transported at Gov't expense, to the member's HOS.

c. Except as in par. 5140B, travel to a HOS must begin within 1 year after the member's termination of active duty.

d. In the case of a member who has not moved the dependent at Gov't expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized.

e. A member who is authorized HOS travel under par. 5068-A, may elect dependent travel under par. 5140-A to the member's HOR/PLEAD outside the U.S. under par. 5138-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. 5138-A when the member:

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

b. During 1-Year Period after Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in/undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. Member Undergoing Education or Training

a. Authorization. A member authorized dependent travel and transportation allowances under par. 5140-A1a(1) who:

(1) Is undergoing education/training to qualify for acceptable civilian employment on the active service termination date; or

(2) Begins such education/training during the 1-year period after active service termination, or during the longer period authorized/approved under par. 5140-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided the conditions in subpar. b below are met.

b. Conditions. Dependent travel and transportation allowances to the HOS are authorized in subpar. a above, provided that:

(1) Travel begins within 1 year after completion of education/training, or 2 years after the active service termination date, whichever is earlier; and

(2) Transportation is authorized/approved through the Secretarial Process.

Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Other Deserving Cases

a. An extension of the 1-year time limit in par. 5140-B1 or 5140-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. 5140-B1 and 5140-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit.

b. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service.

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

d. If additional time is required, the member may request a further extension through the Secretarial Process.

e. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

f. The delays authorized under par. 5140-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

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

C. Recalled to Active Duty before Choosing a HOS

1. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status.

2. The time limits in pars. 5140-A and 5140-B apply from the date of last release from active duty.

3. If the member dies after the last release, par. 5140-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon release from active duty under honorable conditions to resume the same/different status, authorized dependent travel and transportation allowances to that HOS/PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired

1. A member who is:

a. On the TDRL at the time of discharge with severance pay, or

b. Retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is not authorized dependent travel and transportation allowances ICW discharge/retirement.

2. See par. 5140-A or 5140-B for authority ICW placement on the TDRL.

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member in par. 5140-A dies after claiming personal travel allowances (under par. 5068) to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at Gov't expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. 5140-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. 5068 from the place the dependent was last transported at Gov't expense.

3. Time Limitations. Time limitations are the same as in par. 5140-B.

G. Member Ordered to a Place to Await Disability Retirement

1. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await a further order ICW disability retirement, is authorized dependent travel and transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another order later is issued.

2. Authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY

A. General

1. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is:

a. Later changed to a dependent restricted PDS, or

b. Change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty,

authority for dependent travel and transportation allowances to a designated place under par. 5116-A3 is as prescribed in par. 5142.

2. In this subpar. "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

B. Restriction/Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before the dependent begins travel from the member's old PDS, the authority for dependent travel and transportation allowances is determined under par. 5116-A.

C. Restriction or Change in Designation Imposed after a Dependent Begins Travel

1. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. 5142-A.

2. However, the authority in such cases cannot exceed that accruing from the old PDS to the appropriate:

a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. 5142-A in the case of a change to a dependent restricted tour, or

b. Home port of the ship and from the home port to a place authorized in par. 5142-A in the case of a change in designation of the duty of a ship.

D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. 5142-A where they were located under a prior order on the date they received notification of the restriction/change in designation, no dependent travel and transportation allowances are authorized.

E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location

1. When the restriction/change in designation is imposed after the dependent begins travel from a designated place authorized in par. 5142-A, circuitously or otherwise, on/after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from that designated place to the place they receive notification of the restriction/change in designation and from that place to the previous or a new designated place.

2. The authority cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

1. Designated place in CONUS;

2. Temporary OCONUS location authorized/approved through the Secretarial Process; or

3. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station

1. When the restriction/change in designation is:

a. Imposed after the dependent arrives at the member's OCONUS PDS/home port, or

b. Not known to the dependent until arrival at/in the vicinity of that PDS,

dependent travel and transportation allowances under par. 5142 are authorized to the same locations and under the same conditions as in par. 5142-F.

2. If dependent evacuation is necessary, par. 6025 applies.

H. Subsequent Authority

1. A member, otherwise authorized dependent travel and transportation allowances under par. 5074-A:

a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or

b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or

c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS/ship's home port, up to those for travel from the place they were transported under par. 5143 to the PDS/appropriate home port.

2. When the dependent is in CONUS, return transportation to the same/another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS/home port or on the date command sponsorship is granted, whichever is later.

3. If the member elects, the dependent may be retained at the place the dependent traveled under pars. 5142-A through 5142-G until further transportation is authorized.

4. A dependent may be retained at a temporary OCONUS location to which transported under pars. 5142-F and 6025 only when authorized/approved through the Secretarial Process.

5. Dependent travel when the member is not authorized travel and transportation allowances under par. 5076 is governed by par. 6025.

5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent restricted tour, under par. 5116 (45 Comp. Gen. 208 (1965)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized.

3. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

B. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement

1. When a dependent travels to a designated place under par. 5144-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS.

2. This also applies to return transportation to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. General. A member on a tour of less than the prescribed tour length at a PDS, who used dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

B. Limitations. Authority in this par. is limited:

1. Up to that from the old to the current PDS.

2. To the situation in which a member's tour is extended due to:

a. Unusual circumstances, and

b. The needs of the Service.

3. To the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

5148 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO A COURT MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER STATIONED IN CONUS)

A. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

1. Is sentenced by a court martial to:

a. Confinement for more than 30 days,

b. Receive a dishonorable/bad conduct discharge, or

c. Dismissal from a Uniformed Service, or

2. Receives an administrative discharge under other than honorable conditions.

B. Authority. Dependent travel and transportation allowances (including the payment of per diem under par. 5194) are authorized by a Service-designated authority who determines:

1. The authorized destination, and

2. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

C. Travel Request. Travel may be requested by:

1. The member,

2. The member's spouse, or

3. Another dependent (if the member has no spouse, or the spouse is not available).

D. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country. See 5096-G, ***Note***.

E. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

1. Member, or

2. Dependent/ex-spouse, when the member authorizes payment to either of them (B-193430, 21 February 1979).

F. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. 5000-B6), dependent travel must start within 180 days from the date:

1. The court martial is completed, or

2. Of administrative discharge.

5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT

A. General

1. This par. covers authorized dependent travel and transportation allowances for a member stationed OCONUS who is selected to serve an IPCOT.

2. An IPCOT is not an extension; it is another full tour.

B. Unaccompanied to Accompanied Tour

1. Dependent travel and transportation at Gov't expense from a designated place to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served.

2. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

C. Accompanied to Unaccompanied Tour. The provisions of par. 5114-D apply.

D. Accompanied to Accompanied Tour

1. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS the IPCOT is to be served.

2. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

5152 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This par. applies to a dependent (without regard to command sponsorship (B-158661, 22 December 1966)) whose sponsor is on active duty and who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §484), or who dies while entitled to basic pay (37 USC §476(f)).

B. Definitions

1. Dependent. See App A1. When a member, entitled to basic pay, dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Gov't expense to that member's PDS, incident to the member's assignment, and became age 21 while the member was serving at that PDS (see par. 5088-B).

2. Transportation. "Transportation," as in this par., includes transportation in kind or reimbursement under par. 5074-B2, and/or MALT under par. 5154-A.

C. Limitations

1. Destination. Travel at Gov't expense may not be authorized/approved under this subpar. unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service Concerned.

2. Dependent Travel when Member Officially Reported as Injured, Ill, or Absent for More than 29 Days in a Missing Status (37 USC §484)

a. General. Authority ends for dependent travel and transportation allowances if the dependent does not begin travel to the final home within 1 year after the date of the official status report.

b. Exception. Travel at a later date may:

(1) Be authorized/approved through the Secretarial Process IAW 37 USC §484.

(2) ***Not*** be authorized/approved for escort travel for the dependent in par. 5152-F.

c. Delayed Travel. Gov't funded travel and transportation allowances are not authorized when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.

d. Per Diem. ***Per diem is not payable ICW dependent transportation authorized in this subpar.***

3. Dependent Travel and Transportation when Member Officially Reported as Dead (37 USC §476)

a. Death Occurs On/After 6 January 2006. If a member on active duty dies on/after 6 January 2006, the dependent has 3 years, beginning on the member's date of death to choose a HOS. **Example**: Member died on 10 January 2006. Family had until 9 January 2009 (3 years) to make a HOS.

b. Per Diem. Per diem (see par. 5094) is authorized for a dependent authorized transportation in this par., ICW the death of a member entitled to basic pay (37 USC §476(f)).

D. When Authorized

1. General

a. A dependent may be furnished transportation to a member's HOR or to another location as authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:

(1) Dead; or

(2) Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

(3) Absent for a period of more than 29 days in a missing status.

b. When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. 5152-C2) to reside pending a decision by the dependent as to what location to exercise the authority to a final move at Gov't expense. That final move must be exercised within the time limit in par. 5152-C3.

2. Additional Moves

a. Status Change. A dependent moved under this par. may again be moved under this par. when official notice is received that the member's status has changed from one to another of those listed in par. 5152-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under this par. may be moved again under this par. when the member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authority for dependent travel and transportation allowances under par. 5074 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations/instructions necessary for the judicious administration of the authority in this par.

F. Dependent Escort Travel (10 USC §1036)

1. See Ch 7, Part D, for escort travel accompanying an eligible dependent under this par., when it is determined by the AO/Commanding Officer that:

a. Dependent travel is necessary; and

b. The dependent is incapable of traveling alone because of age, mental or physical incapacity, or other extraordinary circumstances IAW Service regulations.

2. Roundtrip travel and transportation allowances may be paid to any person for travel performed, or to be performed, under a competent order as an escort for the member's dependent, if the travel is performed not later than one year after the member:

a. Dies,

b. Is missing, or

c. Otherwise unable to accompany the dependents.

3. ***Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.***

4. Travel and transportation allowances may be paid in advance IAW Service regulations.

5153 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this par. if the Service designated official determines that:

a. The member has committed a dependent abuse offense against a member's dependent;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; and

d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

a. Member/member's dependent(s), and

b. U.S. Gov't.

B. Definitions

1. Dependent Child. For this par., the following is a member's dependent:

a. Dependent/acquired dependent as defined in App A1; and

b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.

2. Dependent Abuse Offense. A dependent abuse offense is conducted by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. HHG/POV transportation may be authorized only if the member's written agreement, or an order of a court of competent jurisdiction, gives HHG/POV possession to the member's spouse/dependent.

D. Authority

1. When a PCS order has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent(s), baggage, and HHG; transportation may be authorized for the member's dependent(s), baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent(s) is a foreign national to the dependent's native country.

2. Transportation in kind, transportation reimbursement, or 'MALT Plus', is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the member's dependent's personal use.

4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §476(h)(4)(A), all monetary payments, ***except DLA*** (which is not authorized for dependents moving for personal safety.) are paid directly to the dependent instead of to the member.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5524 TRAVEL AND TRANSPORTATION OPTIONS

An employee may elect to:

1. Travel by POC,

2. Procure common carrier transportation, or

3. Be provided transportation in kind.

5526 TRAVEL TIME

A. General. For per diem purposes, travel time is IAW par. 3025.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

2. **Example:** Official distance travel is 1,500 miles. The employee is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The employee is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the employee's control, such as:

a. Acts of God,

b. Restrictions by Gov't authorities,

c. Difficulties in obtaining POC fuel, or

d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.

4. Financial regulations may require that an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

*A. Mandatory DoD Policy. It is ***mandatory policy*** for all employees to use an available TMC for all official transportation requirements.

B. Reimbursement

1. An employee who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. 3045, 3500, 3600, and 7815.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. ***is based on the policy constructed airfare.***

4. ***If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used,*** if Gov't procured transportation is available under par. 2405-B (***B-163758, 14 Aug 1975***).

C. Per Diem. Per diem is computed under Ch 5, Part B2.

D. Transportation in Kind Plus Per Diem. When the Gov't provides transportation in kind at no cost, the employee is authorized per diem under Ch 5, Part B2.

5530 MIXED MODE TRAVEL

A. General

1. Reimbursement. Total reimbursement is NTE the MALT rate plus per diem for the authorized travel.

2. Authorization. When POC use is authorized/approved for all PDT travel, and the employee modifies transportation using POC and common carrier (par. 4765), the employee is authorized:

a. The MALT rate for the distance traveled by POC;

b. The common carrier cost; and

c. Per diem for actual travel time.

3. PCS Mixed Modes Example

Date	**Departure/Arrival**	**Location**	**Transportation**
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	

DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is $.23/mile	MALT Plus per diem rate is $129/day Leave address M&IE is $51 New PDS M&IE is $71

COST FOR ACTUAL TRAVEL:		
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)	$250.00
	Taxi to airport	$ 25.00
	Per diem: 75% x $51 =	$ 38.25
20 to 30 Jul	MALT: 838 miles x $.23/mile =	$192.74
	MALT Plus per diem: $129/day x 3 days =	$387.00
Total Actual Cost =		**$892.99**
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:		
1 to 9 Jul	MALT rate: 2,984 miles x $.23/mile =	$686.32
	MALT Plus per diem: $129/day x 9 days =	$1,161.00
	Total Constructed Cost =	**$1,847.32**
Reimburse to the employee the actual cost ($892.99) NTE the constructed cost ($1,847.32).		
	The employee is due:	**$892.99**

B. Mixed Modes Travel Time

1. General

a. Authorized travel time, for travel by common carrier at personal expense or by mixed modes is:

(1) Travel time authorized for the total distance traveled by POC in whole days IAW par. 3025-C, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. 5532-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 3025-C as if POC were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650;

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C;

(3) Step 3. Add one day for travel by common carrier (non transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) **Example 1**. Official distance 1,500 miles; employee travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) **Example 2**. Official distance 1,000 miles; employee travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

(3) **Example 3**. Official distance 385 miles; employee travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

An employee travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles) Miami to leave location Chicago, IL (1,392 miles) Chicago to new PDS Ft. Irwin CA (2,094 miles) Ft. Belvoir to Ft. Irwin is 2,627 miles Ft. Belvoir to Chicago is 715 miles
If the employee travels by POC the entire trip, travel time is computed using 2,627 miles.
If the employee travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.
If the employee travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.
If the employee travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5532 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part B2 for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and

2. Transportation by available Gov't aircraft/ship, otherwise Gov't procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. 5532-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part B2 for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5532-A1 or 5532-A3, IAW par. 5726.

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A1) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

a. Personal travel under par. 5532-A, and

b. Dependent travel under par. 5588, and

c. POV delivery to the loading port/VPC for transportation under par. 5726

2. POC Travel. See par. 5612.

3. Transoceanic Travel Time

a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

c. When transoceanic travel is performed by POC, see par. 5612.

4. Transoceanic Transportation Reimbursement Costs

a. Gov't procured Transportation Available. If Gov't procured transportation is *authorized and available*, the employee is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available.

b. Gov't Procured Transportation Not Available

(1) Gov't Procured Transportation Not Available. When Gov't procured transportation is not available, the employee is authorized transportation reimbursement NTE the policy constructed airfare (see App A1) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the employee and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Foreign Flag Air Carrier/Ship. See par. 3005-F for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.

D. Indirect/Circuitous Travel Reimbursement

1. General. When an employee, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the employee is authorized:

a. Lodging Plus per diem for land travel performed from the time the employee departs the old PDS until the employee reports to the new PDS;

b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

c. Reimbursement for transoceanic non U.S. flag transportation used and per diem NTE the cost the Gov't would have incurred for the employee's transportation on the direct route if travel by non U.S. flag carrier on the circuitous route is supported by the documentation required in Ch 3, Part A1, stating that a U.S. flag carrier was not available on the direct route and documentation stating that a U.S. flag carrier was not available on the circuitous route.

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the employee would have been authorized via the direct route between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION d: NON-TEMPORARY STORAGE (NTS)

5658 NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS (FTR §302-8.100-108)

A. Eligibility. An employee who performs PCS travel or new appointee travel (par. 5558) to a designated isolated CONUS PDS is eligible for NTS of HHG.

B. Agreement and Liability Conditions

1. General. Expenses for NTS of HHG at Gov't expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in Gov't service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the Agency concerned.

2. Service Agreement. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

3. Service Agreement Violation. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any Gov't funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the Gov't is IAW finance regulations.

C. Authority

1. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

2. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

a. Available housing at the PDS can accommodate the HHG,

b. Adequate housing is available within daily commuting distance, or

c. It is for the employee's convenience.

D. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

1. Conversion of HHG in SIT to NTS,

2. Conversion of storage at personal expense to NTS at Gov't expense, and

3. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at Gov't expense.

E. Time Limitation (FTR §302-8.108)

1. Authorization. NTS at Gov't expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

2. Eligibility Termination and Extension

a. Eligibility for NTS at Gov't expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

b. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Gov't expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples).

c. To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

a. Example 1

EXAMPLE 1	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5658-E2b)
Command approves storage extension to the 90th day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. 5658-E2b))

b. Example 2

EXAMPLE 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5658-E2) nployee's eligibility ended: 4 August month after the month (August) the employee's eligibility ended was: September 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90th day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. 5658-E2b))

F. Storage Place. The TO determines the NTS location.

G. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See App A, non-temporary storage (NTS).

H. Documentation

1. NTS authority must be in the PCS order.

2. The TO prepares a Service Order for Personal Property (DD Form 1164) under the DTR 4500.9-R, Vol. IV, Ch 406, par. C, showing the HHG weight and date placed in NTS.

3. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

I. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense agency for a decision.

5660 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS (FTR §302-8.200-203)

A. General

1. If an employee's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request authority from the employer for HHG withdrawal from NTS and transportation at Gov't expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

2. The conversion of HHG from SIT to NTS, at Gov't expense, and from storage at personal expense to NTS at Gov't expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

B. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

1. Employee is not authorized to transport HHG to the PDS,

2. Employee is unable to use HHG at the PDS,

3. Storage is authorized in the Gov't's best interest, or

4. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C. Time Limitation (FTR §302-8.203)

1. NTS, at Gov't expense, may be authorized for a period NTE the tour of duty.

2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Gov't expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the losing OCONUS command extends the period.

4. The losing OCONUS command may extend the period of NTS at Gov't expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

5. The employee's losing OCONUS command is responsible for ensuring the new PDS TO is notified when the employee's eligibility for storage ends.

6. **Example**

Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at Gov't expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. 5660-C3) Employee's eligibility ended: 31 August 2009 1st month after the month (August) the employee's eligibility ended was September; 2nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. 5660-C3))

D. Personnel Office and TO Responsibility for NTS Records. When HHG are placed in NTS at Gov't expense, the following actions must be taken:

1. The TO storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

a. Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army employee: The TO also must forward a*** DD Form 1164***copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and

b. The original warehouse inventory receipt.

2. The gaining OCONUS personnel office must:

a. Establish an employee NTS HHG file that:

(1) Is separate from official personnel records;

(2) Serves as a suspense file for FY funding and any subsequent HHG transportation; and

(3) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

b. Furnish the FY fund citation to the TO;

c. Inform the TO if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

d. Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

E. Forms and Procedures. The forms and procedures used for uniformed members may be used for employee NTS as long as those forms and procedures are consistent with provisions in this Ch.

F. Removing HHG from NTS

1. Partial or Full Removal. An employee, whose HHG are in NTS at Gov't expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

2. Gov't-paid Expenses. The Gov't is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

(a) Place to which HHG are delivered is in the commuting area of employee's actual residence, and

(b) Return transportation is authorized by JTR for the employee.

3. Employee-paid Expenses

(a) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. 5596.

(b) When the employee earns return transportation at Gov't expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Gov't expense.

(c) **Example**: After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

4. Documentation. Paid expense receipts of $75 or more are required.

5. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Gov't expense prior to receiving a new PCS order.

5662 NTS OF HHG FOR A DODDS EMPLOYEE (FTR §302-8.300-301)

A. Storage between School Years

1. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.

2. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:

a. DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

b. Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

c. DoDDS employee meets the eligibility conditions for NTS; and

d. Storage is in lieu of:

(1) Gov't Qtrs occupancy,

(2) A Qtrs allowance (20 USC §905(c)) ***NOTE: If a Qtrs allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs.***, or

(3) Any other HHG storage to which that DoDDS employee is authorized by JTR through employment in another position during any recess period between school years.

3. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

a. Commercial storage costs (including related services), or

b. The value of the storage furnished (including related services) if the HHG were stored in a Gov't facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

B. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

1. May be authorized/approved by the AO if it is in the Gov't's best interest;

*2. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. 7065-P2d;

3. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. 7065-P;

4. Cannot exceed the applicable weight allowance for which there is authority in the JTR;

5. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

a. Report for duty at the OCONUS PDS when leave without pay ends, or

b. Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

5664 NTS CONVERTED TO SIT

A. General. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee's request to SIT, in whole or in part if the employee is authorized transportation/NTS under an order.

B. Conversion Cost. The conversion is at Gov't expense. ***However, any storage costs accruing for periods in excess of 180 days are the employee's financial responsibility.***

C. Additional HHG Storage. Unless otherwise provided in par. 5674 no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 12: HHT

5860 GENERAL (FTR §302–5.1)

A HHT:

1. Is discretionary. ***The AO, not the employee, determines if a HHT is necessary.***

2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse.

5. May be performed separately by an employee/spouse to the new PDS at Gov't expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations.

6. Is ***not*** authorized for a domestic partner, as a domestic partner is not a spouse (1 USC §7).

7. May be authorized for an attendant/escort when Ch 7, Part D or App E1, par. A2l apply (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should lower the Gov't's relocation costs by reducing the time in temporary lodging.

5862 ELIGIBLE EMPLOYEE (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);

3. Gov't/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. 2650).

5864 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee/new appointee's spouse if par. 5558 applies; or

2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. 4955 instead of per diem/AEA while at the training location; or

3. Employee's children, GSBCA 16907-RELO, 14 August 2006.

5866 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

A. General. Separate HHT round trips by the employee and spouse are allowed; however, the Gov't's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

B. Cost Comparison. The Gov't's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (App G).

C. Duration

1. The HHT trip duration including travel time is limited to 10 days.

2. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. 5878).

D. AEA. AEA is not authorized for HHT (par. 5884-B).

E. Lump Sum Payment. HHT (lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. 5884-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

F. Example. If the Gov't's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is $800; and the employee/spouse each performed a separate round trip HHT for a combined total of $1,200 – the Gov't's overall reimbursement for both HHT trips is limited to $800. The excess HHT trip cost of $400 is the employee's personal financial responsibility

5868 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement;

2. DoD Component establishes, and informs the employee of, the reporting date to the new PDS, and

3. After the travel order has been issued (CBCA 3612-RELO, 13 March 2014).

5870 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round trip house hunting travel must be completed by the:

1. Employee one day before the employee reports to the new PDS, and

2. Spouse:

   a. One day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for completing allowable travel and transportation (see par. 5518).

5872 HHT AUTHORIZATION (FTR §302–5.5)

A. General. After considering par. 5874-A, an AO/AO designee may authorize a HHT.

B. Determination. The AO/AO's designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is per diem under the Lodging Plus method (par. 5884-B1) or a lump

sum (par. 5884-B2);

3. The appropriate HHT duration (NTE the maximum IAW par. 5878);

4. The authorized transportation mode(s) for:

   a. The HHT to/from the new PDS location; and

   b. Local travel while house-hunting at the new PDS location.

5874 CONSIDERATIONS

A. General

1. The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.

2. An AO/AO designee must consider pars. 5874-B through 5874-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Gov't, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations, until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT may possibly be avoided. It might be more advantageous to the Gov't and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

5878 TRIP DURATION (FTR §302–5.11-12)

A. General. A HHT should be for a reasonable time period considering the:

1. Distance between the old and new PDSs,

2. Transportation mode, and

3. Housing situation at the new PDS.

B. Time Limitation. A funded HHT, including travel time, is NTE 10 calendar days.

5880 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.

2. When the new PDS is less than 250 miles, POC transportation is to the Gov't's advantage. However, a traveler cannot be required to use a POC so the AO may authorize another transportation mode.

3. When the distance to the new PDS is 250 or more miles, common carrier is to the Gov't's advantage. The AO may authorize/approve POC to the Gov't's advantage when, ***and only when***, a written cost comparison demonstrates POC is cost effective.

4. If POC transportation is to the Gov't's advantage, the MALT rate in par. 2605 applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

6. The employee is authorized transportation expenses (including transportation between carrier terminals).

5882 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

*1. Local transportation by common carrier, other public transit systems, DTMO negotiated car rental agreement (par. 3330 regarding mandatory TMC use), commercially rented automobile, or a POC at the MALT rate in par. 2605 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

5884 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodging Plus method as in par. 5884-B1.

2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2 and FTR, §302-5.104. The following are factors in determining whether or not to offer lump sum reimbursement:

a. Administration Ease. Per diem payment under par. 5884-B1 (Lodging Plus method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. 5884-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. A single generic decision for all PCS moves is not authorized.

c. Employee Treatment. When the lump sum reimbursement method is offered to the employee, the employee may choose between the Lodging Plus method or the lump sum method for the HHT subsistence

expense reimbursement. The Agency should consider employee morale and productivity as well as direct costs in determining which method to offer.

B. Methods. Calculate an employee's subsistence allowance IAW par. 5884-B1 or 5884-B2.

Effective date of transfer of 1 August 2011 or later.
1. Lodging Plus Computation Method. The standard CONUS per diem rate applies, using the computation in pars. 4130 and 5592, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

2. Lump Sum. The amount calculated below., as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

3. AEA. AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

4. Lump Sum Payment

a. The lump sum determined in par. 5884-B2a or 5884-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined lump sum not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to collection, and

(3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10 day HHT to Arlington, VA. For the examples below the following information is applicable:

a. Per diem for Arlington, VA, at the time of travel is $201 ($150/$51).

b. The single occupancy lodging cost is $130.

c. The DoD Component offers a HHT and the option of either the Lodging Plus (par. 5884-B1) or the lump sum option (par. 5884-B2).

d. When the employee elects per diem under the Lodging Plus computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the ***single room rate***.

NOTE: The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. See par. 2025 for the current Standard CONUS per diem rate.

2. **Example 1**. The traveler is authorized a 10 day HHT with per diem computed under the Lodging Plus computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. ***The traveler must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	75% x $51 = $38.25 + $70 (single lodging cost) =	$ 108.25
8 days in the Arlington Area:	$70 (lodging) + $51 (M&IE) = $121/day x 8 days =	$968.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$1,114.50**
Spouse's Per Diem Using par. 5592-B, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 4130.		
Total Per Diem for Spouse	*75% x $1,114.50 (employee's per diem) =*	**$835.87**
		Total Per Diem Payment
Employee's per diem		$1114.50
Spouse's per diem		+ $835.87
Total Per Diem for Employee and Spouse		**$1,950.37**

3. **Example 2**. The employee is authorized a lump sum HHT. See par. 5884-B2a. **No lodging receipt is required.**

Total Lump Sum Subsistence for the Employee and Spouse	$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	$1,256.25

4. **Example 3**. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the Lodging Plus computation method (par. 5884-B1). Using par. 5592-C, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. **NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.**		
Travel day to Arlington:	$91 (lodging) + $38.25 (75% x $51) =	$ 129.25
8 days in the Arlington area:	$91 + $51 = $142/day x 8 days =	$1136.00
Travel day back to the PDS:	75% x $51=	+ $ 38.25
Total Per Diem for Spouse		**$1,303.50**

Situation B:		
The employee elects the lump sum HHT (par. 5884-B2b) for the spouse. ***No lodging receipts are required.***		
Total Lump Sum Subsistence for the Spouse	$201 x 5 (lump sum for one person)=	**$1,005.00**

5. **Example 4**. The employee is authorized a 10-day HHT with per diem computed under the Lodging Plus computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. ***The employee must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
5 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 5 days =	$ 905.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$1,111.50**
Spouse's Per Diem		
Using par. 5592-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. 4130.		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
4 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 4 days =	$ 724.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Spouse		**$ 930.50**
Total Per Diem Payment		
Employee's Per Diem		**$1,111.50**
Spouse's per diem		+ **$ 930.50**
Total Per Diem for Employee and Spouse		**$2,042.00**

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. 4130.

2. Employee and Spouse Travel Together. When the employee and spouse travel together to house-hunt, the per diem rate for the spouse is 75% of the employee's per diem rate computed using par. 4130.

3. Limitations. ***A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.***

5886 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. Lodging Plus Method. An employee paid per diem under par. 5884-B1, using the Lodging Plus method must itemize lodging expenses and have lodging receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. 5884-B2, does not require itemization or receipts for payment.

5888 STATUS WHILE ON HHT

An employee is in a travel status (App A1) while performing house hunting travel during the authorized absence period.

5890 NO RETURN TO OLD PDS

1. A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS.

2. If a HHT is authorized under the Lodging Plus method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, is payable in lieu of house hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT.

3. The one way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004).

4. Under the circumstances in par. 5890 an employee is ***not*** in a duty status while house-hunting.

5. See DoDI 1400.25, Vol. 630, Para 6.d.(3) about granting an excused absence for PCS purposes.

5892 HHT ADVANCE (FTR §302–5.16)

1. A HHT expenses advance may be paid if a HHT under the Lodging Plus method is offered and elected.

2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodging Plus method in par. 5884-B1 for the HHT location and duration.

3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.

4. The lump sum per diem payment under par. 5884-B2 is a ***payment***, not an advance.

5894 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30 day TQSE(AE) period. See par. 5810.

B. HHT Deductions. For a reimbursed:

1. 5 day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,

2. 6 day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or

3. 10 day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

C. TQSE(LS). The number of days paid/reimbursed for a HHT ***are not deducted*** from TQSE(LS) IAW par. 5796.

CHAPTER 6

EVACUATION ALLOWANCES

Paragraph **Title/Contents**

PART A: MEMBERS ONLY

Section A1: Authorized/Ordered OCONUS Movements

Subsection A1a: General

6000 REFERENCES
A. Title 37, USC §475a
B. DoDD 3025.14, "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013
C. DoD Services, DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoD FMR, Vol. 7A))

6005 GENERAL INFORMATION
A. General
B. Application
C. Member's Travel Status
D. Funding
E. Evacuation Allowance Payments
F. When Allowance Payments Are Made
G. Written Order
H. Funds Advance

6010 DEFINITION OF TERMS USED IN THIS PART
A. Designated Place
B. Evacuated Dependent
C. Evacuation
D. Safe Haven

6015 RESPONSIBILITIES
A. Authorizing/Ordering an Evacuation
B. Evacuation to a Safe Haven or a Designated Place
C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place
D. Evacuation Status Termination

Subsection A1b: Dependent Transportation

6020 DEPENDENT TRANSPORTATION
A. General
B. Command sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered
C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered
D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/ Ordered
E. Command sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
F. Command sponsored Dependent and Dependent Student at Safe Haven Are Ordered/Authorized

Paragraph **Title/Contents**

to Move to Another Safe Haven or to a Designated Place
G. Non-command sponsored Dependent
H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances
I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

Subsection A1c: Safe Haven Evacuation Allowances for a Command Sponsored Dependent and a Dependent Student

6025 SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND SPONSORED DEPENDENT INCLUDING A DEPENDENT STUDENT
A. Purpose
B. General
C. Safe Haven Evacuation Allowances while Traveling
D. Safe Haven Evacuation Allowances while at Safe Haven
E. Safe Haven Evacuation Allowances while at a Designated Place
F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered
G. Safe Haven Evacuation Allowance Computations

6030 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE
A. Purpose
B. When Payable
C. When Not Payable

Subsection A1d: HHG Transportation

6035 HHG TRANSPORTATION
A. General
B. HHG at the PDS when an Evacuation Is Authorized/Ordered
C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered
D. HHG Transportation Incident to an Authorized or Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place
E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

Subsection A1e: POV Transportation

6040 POV TRANSPORTATION
A. POV Transportation Incident to Dependent's Evacuation
B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area
C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area
D. Rental Vehicle Cost Reimbursement when the POV Arrives Late

Paragraph **Title/Contents**

Subsection A1f: Miscellaneous Allowances

6045 **STATION ALLOWANCES AND OHA/FSH**

6050 **BASIC ALLOWANCE FOR HOUSING (BAH)**

6055 **FAMILY SEPARATION HOUSING (FSH)**

6060 **DISLOCATION ALLOWANCE (DLA)**

6065 **CONUS COLA**

6070 **PET TRANSPORTATION AND QUARANTINE**
A. General
B. Pet Transportation
C. Pet Quarantine
D. Restrictions

Section A2: Authorized/Ordered Evacuations/Limited Evacuations within CONUS

Subsection A2a: General

6075 **GENERAL INFORMATION**
A. General
B. Funding
C. Evacuation Allowance Payments
D. When Allowance Payments Are Made
E. Written Order
F. Funds Advance

6080 **DEFINITION OF TERMS USED IN THIS PART**
A. Designated Place
B. Authorizing or Ordering an Evacuation or Limited Evacuation
C. Evacuated Dependent
D. Evacuation
E. Limited Evacuation
F. Safe Haven

6085 **RESPONSIBILITIES**
A. Authorizing or Ordering an Evacuation or Limited Evacuation
B. Evacuation to a Safe Haven or Designated Place
C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place
D. Evacuation Status Termination
E. Evacuation Safe Haven Allowance Policy

Paragraph **Title/Contents**

Subsection A2b: Dependent Transportation in Various Situations

6090 **DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS**
A. General
B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered
C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/Ordered
D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered
E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered
F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place
G. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances
H. Subsequent Dependent’s Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS
I. Dependent Transportation Incident to Limited Evacuation

Subsection A2c: Safe Haven Evacuation Allowance

6095 **SAFE HAVEN EVACUATION ALLOWANCE**
A. Purpose
B. General
C. Safe Haven Evacuation Allowances while Traveling
D. Safe Haven Evacuation Allowances while at Safe Haven
E. Safe Haven Evacuation Allowances at a Designated Place
F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/Ordered
G. Safe Haven Evacuation Allowance Computation

Subsection A2d: HHG Transportation

6100 **HHG TRANSPORTATION**
A. General
B. HHG at the PDS when an Evacuation Is Authorized/Ordered
C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered
D. HHG Transportation Incident to an Authorized/Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place
E. HHG Transportation Incident to an Authorized Dependent’s Movement from a Designated Place to the Member's PDS
F. Short Distance Moves and/or NTS

Subsection A2e: POV Transportation

6105 **POV TRANSPORTATION**
A. POV Transportation Incident to Dependent’s Evacuation
B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area
C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area
D. Rental Vehicle Cost Reimbursement when the Motor Vehicle Arrives Late

Paragraph **Title/Contents**

Subsection A2f: Miscellaneous Allowances

6110 **BASIC ALLOWANCE FOR HOUSING (BAH)**

6115 **DISLOCATION ALLOWANCE (DLA)**

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

6125 **CONUS COLA**

6130 **EVACUATION ALLOWANCES FOR A DEPENDENT OF A RESERVE COMPONENT MEMBER SERVING ON ACTIVE DUTY OR FULL TIME NATIONAL GUARD DUTY**
- A. General
- B. Eligibility
- C. Example
- D. Member Released from Active Duty

PART B: EMPLOYEES ONLY

Section B1: Evacuation Travel

6500 **LEGAL BASIS**
- A. Transportation Authority
- B. Pay and Allowances
- C. Department of State (DoS) Standardized Regulations (DSSR)
- D. Memorandum of Agreement
- E. Office of Personnel Management (OPM) Regulations

6505 **FOREIGN AREA EVACUATION**
- A. Applicable Regulations
- B. Authorizing/Ordering an Evacuation
- C. Authorized Transportation
- D. Subsistence Expense Allowance (SEA)
- E. Actual Expense Allowance (AEA)

6510 **CONUS/NON-FOREIGN OCONUS AREA EVACUATION**
- A. Applicable Regulations
- B. Authorizing/Ordering an Evacuation
- C. Authorized Transportation
- D. Limited Evacuation
- E. Per Diem/Subsistence Expense

6515 **SAFE HAVEN**
- A. OCONUS Foreign Area Evacuation
- B. CONUS/Non-Foreign OCONUS Area Evacuation
- C. U.S. Evacuation
- D. Limited Evacuation

6520 **EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION**
- A. Eligibility
- B. Location
- C. Expenses

Paragraph **Title/Contents**

6525 **ADVANCE FOR POV TRANSPORTATION AND EMERGENCY)**

6530 **POV SHIPMENT**

6532 **PET TRANSPORTATION AND QUARANTINE**
A. General
B. Pet Transportation
C. Pet Quarantine
D. Restrictions

6535 **TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)**

Section B2: Adverse Conditions Travel

6540 **LEGAL BASIS**

6545 **ADVERSE LIVING CONDITIONS**

6550 **TRANSPORTATION TO AN ALTERNATE LOCATION**
A. Alternate Destination Point
B. Subsequent Transportation of Dependents/HHG
C. Authorization Restrictions

Section B3: Payments During an Ordered/Authorized Departure from a Foreign Area

Subsection B3a: DSSR, Ch 600 Index

6555 **DSSR, CH 600-INDEX**

Subsection B3b: DSSR Ch 600 Definitions

6560 **DSSR, CH 600-DEFINITIONS**

Subsection B3c: DSSR, Ch 600, Subpars. 611-639

6565 **DSSR, CH 600 PARS. 611-639**

Subsection B3d: DSSR, Ch 600 FAQs

6570 **DSSR, CH 600-FAQs**

Subsection B3e: DSSR, Ch 600, Evacuation Payments

6575 **DSSR, CH 600 – EPW EVACUATION PAYMENTS WORKSHEET**

Section B4: Payments during an Ordered/Authorized Departure in the U.S.

6580 **OPM REGULATIONS**

Paragraph **Title/Contents**

Section B5: Per Diem for an Employee and/or Dependents while at Safe Haven Incident to an Evacuation from a PDS within CONUS or Non-Foreign OCONUS Location

6585 **PURPOSE**

6590 **LODGING PLUS PER DIEM FOR AN EVACUATED EMPLOYEE/DEPENDENT**
A. Safe Haven Allowance Authorization
B. Actual Expense Restriction
C. Lodging Plus
D. Expenses
E. Lodging Reimbursement
F. Lodging with a Friend/Relative
G. M&IE Payment
H. Gov't Dining Facility
I. Advance Payment

6595 **PER DIEM COMPUTATION**
A. General
B. Computation Example

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CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS

SUBSECTION c: SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT

6025 SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT INCLUDING A DEPENDENT STUDENT

A. Purpose. A safe haven evacuation allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. ***A member is not authorized any safe haven evacuation allowances in Ch 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.*** However, all other dependents listed in par. 6005-B, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/designated place, are authorized safe haven evacuation allowances, even though no longer command-sponsored.

NOTES:

1. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or a non-foreign OCONUS area is a separately reimbursable travel expense in addition to lodging reimbursement.

2. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

*1. Lodgings Plus Computation Method Applicability to an Evacuated Dependent. An evacuated command-sponsored dependent and an evacuated dependent student are authorized a safe haven evacuation allowance computed using the Lodgings Plus computation method for each day they are in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The Lodgings Plus computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see App A, per diem definition and Ch 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, NTE the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the Lodgings Plus computation method described in Ch 4, Part B, Sections 1-3 applies to an evacuated command-sponsored dependent and a dependent student. ***If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored dependent and dependent student is authorized the safe haven evacuation allowance M&IE portion even if not authorized the safe haven evacuation allowance lodging portion for any given day. See the computations in par. 6025-G. ***Gov't dining facility or open mess availability/use has no effect on safe haven evacuation allowances for a dependent even though the dependent may or does use such facilities without charge.*** A safe haven evacuation allowance payable under par. 6025 may be paid in advance as in par. 6001-H.

2. Authority Termination

a. Authority for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or

(2) Terminate sooner for other reasons.

b. If not terminated under par. 6025-B2a above, safe haven evacuation allowances authorized in par. 6025 terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authority for evacuation safe haven evacuation allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or

(2) Member dies (see par. 6005-B5).

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to a designated place); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long- term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the safe haven evacuation allowance lodging portion for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling from:

1. The place at which a dependent receives evacuation notification incident to travel to a member's PDS under par. 6020-D or 6025-F to a safe haven or designated place;

2. A member's OCONUS PDS to a safe haven or designated place;

3. One safe haven to another safe haven;

4. A safe haven to a designated place, or;

5. A safe haven or designated place to return to member's OCONUS PDS; the safe haven evacuation allowance payable to a command-sponsored dependent and a student dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A command-sponsored dependent, and a dependent student in an evacuation status, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven evacuation allowances for any of those 30 days the command-sponsored dependent is authorized safe haven evacuation allowances. The safe haven evacuation allowance is computed as shown in the par. 6025-G examples, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized the full evacuation allowance amount, while a dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent and/or the Secretary Concerned for a non-DoD Service member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent under par. 6025-B2) at:

a. 60% of the locality per diem rate for the area for a dependent age 12 and older, and

b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals and IE exceed the reduced rate amount). The specific dependent(s) receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC Chief, requesting an increased safe haven evacuation allowance rate. Requests must contain the actual daily cost figures for lodging, meals and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be forwarded to the Per Diem, Travel and Transportation Allowance Committee by:

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

b. FAX: (571) 372-1301

c. E-Mail: ***dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil***, or

d. Message: SECDEF WASHINGTON DC//DTMO//.

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven evacuation allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Evacuation allowances when Movement to Another Safe Haven Is Directed or Authorized. Competent authority may direct the movement of a command-sponsored dependent and/or a dependent student between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. 6025-D1.

When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances as in par. 6025-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request a dependent is authorized to travel between:

a. Safe havens (e.g., from CONUS safe haven to safe haven in Japan), or

b. Locations within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) are paid under par. 6025-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. 6025-D1.

a. The maximum 180-consecutive-day period authorized in par. 6025-D1,

b. The date the dependent departs the safe haven for the designated place (or converts the safe haven to a designated place), or

c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

4. Safe Haven Evacuation allowances - Termination when an Evacuated Dependent Is Directed to Move to a designated place. A command-sponsored dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement directing the relocation to a designated place must specify the date on which safe haven evacuation allowances terminate for a dependent ordered to relocate from the safe haven to a designated place. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. 6025-B2.

5. A Command-sponsored Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. A command-sponsored dependent who has established a residence at/in the member's OCONUS PDS vicinity who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ ordered, is at a safe haven thereat and is authorized the safe haven evacuation allowances for the place at which located beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. 7155-D, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven evacuation allowances under Ch 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. 6020-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authority terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

a. Would have otherwise returned under par. 7155-D from the member's PDS,

b. Departs the safe haven to return to school to resume class attendance there, or

c. Starts attending classes at school,

whichever occurs earliest.

7. Safe Haven Evacuation Allowances when Away from Safe Haven. Safe haven evacuation allowances continue for a command-sponsored dependent at a safe haven location, and a dependent student at the safe haven location under par. 6025-D6, who is absent from the safe haven for personal reasons, during such absences provided the:

a. Dependent does not join the member to establish a residence (or occupy the old residence) at the PDS, and

b. Dependent student (at the safe haven under par. 6025-D6) does not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs are the dependent's financial responsibility. The locality per diem rate used for safe haven allowances and the payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances while at a designated place. When a command-sponsored dependent or a dependent student selects a designated place and moves there, or converts the safe haven location to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodgings, M&IE while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven evacuation allowances as in par. 6025-D.

2. Converts the safe haven to a designated place, or a dependent student who converted the school location to a designated place, is authorized safe haven evacuation allowances as in par. 6025-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. 6025-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven evacuation allowance begins on the dependent's initial arrival date at the designated place or the date their safe haven is converted to a designated place. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period

as warranted, but safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the designated place as in par. 6025-D for a safe haven. The Secretarial Process may approve safe haven evacuation allowance rates higher (i.e., higher percentages) than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, M&IE.

F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When a member's OCONUS PDS is authorized/ordered evacuated, a dependent:

1. With a port call for travel to the member's PDS or with official authority to travel to the member's PDS on personally-procured transportation subject to reimbursement by the Gov't (i.e., it was not intended to issue a port call for that dependent's travel);

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and

3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

is authorized safe haven evacuation allowances based on the locality per diem rate for the area concerned, computed as shown in par. 6025-G. The safe haven evacuation allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authority to travel to the member's PDS on personally-procured transportation. The safe haven evacuation allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. 6025-C and 6025-D apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTES:

1. The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

2. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven evacuation allowances.

3. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem and are not reimbursable. Effective 1 October 2014.

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was $70 plus $5.60 for lodging tax (8%). The maximum locality per diem rate was $127 ($66/ $61).

(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. 6025-D1:

Each dependent age 12 or older is authorized a safe haven evacuation allowance NTE the full locality per diem rate ($127), which in this case is $61 for M&IE and NTE $66 for lodging. Each dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate.

	M&IE	Max Lodging	Total
Member's spouse:	$61.00	$66	$127.00
Child (age 12 or older)	$61.00	$66	$127.00
Child (under age 12)	$30.50 ($61.00 x 50%)	$33 ($66 x 50%)	$63.50
Max daily amount payable for the 3 dependents' costs:	$152.50	$165	$317.50

(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), ($152.50 for M&IE and NTE $165 for lodging), as follows:

M&IE:	$152.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($165) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$222.50 (Daily amount that is payable to dependents (within the maximum $317.50 established in (a) for the three dependents' costs incurred for the first 30 days)
Lodging Tax:	$5.60
Total:	$228.10 (Actual daily amount (including lodging tax) paid to dependents for the three dependents' costs incurred for first 30 days)

(c) Beginning on the 31st day safe haven evacuation allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:

	M&IE	Max Lodging	Total
Member's spouse:	$36.60 ($61 x 60%)	$39.60 ($66 x 60%)	$76.20
Child (over age 12 or older)	$36.60 ($61 x 60%)	$39.60 ($66 x 60%)	$76.20
Child (under age 12)	$18.30 ($61 x 30%)	$19.80 ($66 x 30%)	$38.10
Max daily amount payable for the 3 dependents' costs:	$91.50	$99	$190.50

(d) Determine the actual total daily amount for payment for the 31st to the 180th days, within the maximum amounts shown in (c) ($91.50 for M&IE and NTE $99 for lodging), as follows:

M&IE:	$91.50 (The M&IE in this daily amount is paid to cover M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum ($99) that may be reimbursed. A lodging receipt is required for this amount.)
Daily Amount:	$161.50 (Daily amount that is payable to dependents (within the maximum $198.50 established in (c) for costs incurred by the three dependents on 31st to 180th days)
Lodging Tax:	$5.60
Total:	$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31st to the 180th days)

EXAMPLE 2

A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was $52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also $52 (including lodging tax). Max locality per diem rate for the safe haven location was $84 ($44/ $40).

(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. 6025-D1):

Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate ($84), which in this case is $40 for M&IE and up to $44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$40	$44	$84
Child (over age 12)	$40	$44	$84
Child (under age 12)	$40	$44	$84
Child (under age 12):	20 ($40 x 50%)	$22 ($44 x 50%)	$42
Max daily amount payable for the 4 dependents' costs:	$140	$154	$294

(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). ($140 for M&IE and $154 for lodging), as follows:

M&IE:	$140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$104 (This is the actual daily amount ($52 + $52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum ($154) that may be reimbursed. A lodging receipt is required for this amount.)
Total:	$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

(d) Beginning on the 31st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate, unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31st day to the 180th day is determined as follows:

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (over age 12)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (over age 12)	$24 ($40 x 60%)	$26.40 ($44 x 60%)	$50.40
Child (under age 12)	$12 ($40 x 30%)	$13.20 ($44 x 30%)	$25.20
Max daily amount payable for the 4 dependents' costs:	$84	$92.40	$176.40

(e) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($84 for M&IE and up to $92.40 for lodging), as follows:

M&IE:	$84 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)
Lodging:	$92.40 (The actual daily cost for lodging for the four dependents is $104 but the maximum that may be reimbursed is $92.40. A lodging receipt is required for the actual lodging cost.) (See ***NOTE***.)
Total:	$176.40 (The actual daily amount paid for the four dependents on the 31st to the 180th days)

NOTE: Since the amount ($92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid ($104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from $26.40 to $38. If approval is received, an additional $11.60/day is payable to cover the lodging costs.

EXAMPLE 3

A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6025-D5, the dependent was determined to already be at a safe haven and authorized safe haven evacuation allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven evacuation allowances under par. 6025-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality per diem rate for the CONUS location at that time was $192 (136/ $56).

(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. 6025-D1):

Each dependent age 12 years or older is authorized safe haven evacuation allowances NTE the full per diem rate ($192), which in this case is $56 for M&IE and NTE $136 for lodging.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$56	$136	$192
Child (over age 12)	$56	$136	$192
Max daily amount payable for the 2 dependents' costs:	$112	$272	$384

(b) The actual total daily amount, within the maximum amounts shown in (a) ($112 for M&IE and NTE $272 for lodging), that may be paid for first 30 days is determined as follows:

M&IE:	$112 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. 6025-B1)).
Total:	$112 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)

(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) of the applicable locality per diem rate unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st day to the 180th day as follows:

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$33.60 ($56 x 60%)	$81.60 ($136 x 60%)	$115.20
Child (over age 12)	$33.60 ($56 x 60%)	$81.60 ($136 x 60%)	$115.20
Max daily amount payable for the 2 dependents' costs:	$67.20	$163.20	$230.40

(d) Determine the actual total daily amount that is paid for the 31st to the 180th days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $163.20 for lodging), as follows:

M&IE:	$67.20 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)
Lodging:	$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. 6025-B1)).
Total:	$67.20 (The actual daily amount paid for the two dependents' costs on the 31st to the 180th days)

EXAMPLE 4

A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their CONUS designated place.

The dependents shared a hotel room at the designated place and incurred a lodging cost of $150 plus $18.75 lodging tax (12.5%)/day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the designated place. Safe haven evacuation allowances at the designated place begin on the arrival date at that place (15 August) and continue to 2400 on the day they occupied the permanent residence. See par. 6025-E. The maximum locality rate at the arrival point at the time of travel was $139 ($78/ $61). The maximum locality rate at the designated place was $207 ($141/ $66).

(a) The maximum safe haven evacuation allowances that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the arrival point (par. 6025-E):

Depart (14 Aug)	Arrive (14 Aug)	Overnight Lodging	Depart (15 Aug)	Arrive (15 Aug)
OCONUS PDS	POE CONUS	CONUS arrival point. Incurred a lodging cost of $75 plus $9 lodging tax (12%)	CONUS arrival point	Designated Place

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($139), which in this case is $61 for M&IE and NTE $78 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$61.00	$78	$139.00
Child (age 14)	$61.00	$78	$139.00
Child (age 9):	$30.50 ($61.00 x 50%)	$39 ($78 x 50%)	$69.50
Max daily amount payable for the 3 dependents' costs:	$152.50	$195	$347.50

(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($152.50 for M&IE and NTE $195 for lodging) for payment for the travel period to the designated place via the CONUS arrival point on 14 August.

The dependents are authorized 75% of the M&IE for travel on 14 August ($152.50 x 75% = $114.38).

M&IE:	$114.38 (The M&IE in this amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$75 (This is the actual amount (not including lodging tax the three dependents paid for lodging at the arrival point, which is less than the maximum ($195) that may be reimbursed. A lodging receipt is required for this amount.)
Lodging Tax:	$9
Total:	$198.38 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.)

(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. 6025-E:

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($207), which in this case is $66 for M&IE and NTE $141 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE	**Max Lodging**	**Total**
Member's spouse:	$66	$141	$207
Child (age 14)	$66	$141	$207
Child (age 9):	$33 ($66 x 50%)	$70.50 ($141 x 50%)	$103.50
Max daily amount payable for the 3 dependents' costs:	$165	$352.50	$517.50

(d) The actual total daily amount, within the maximum amounts shown in (c) ($165 for M&IE and NTE $352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	$165 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)
Lodging:	$150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum ($352.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$315 (The daily amount that is payable to dependents within the maximum $352.50 established in (c) for the three dependents' costs for 27 days)
Lodging Tax:	$18.75
Total:	$333.75 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the designated place for 27 days (27 days x $333.75/day = $9,011.25)).

6030 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

A. Purpose. A local travel allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel.

B. When Payable. A local travel allowance is:

1. Authorized to be paid when a dependent is receiving safe haven evacuation allowances and has not taken delivery of a POV transported to the designated place under par. 6040.

2. Paid at a rate of $25/day/family group, regardless of the number of dependents with no receipt required.

C. When Not Payable. ***An allowance under par. 6030 may not be paid for any day that reimbursement is received under par. 6040-D for expenses incurred to rent a motor vehicle.***

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CHAPTER 6: EVACUATIONS

PART A: MEMBERS ONLY

SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS

SUBSECTION c: SAFE HAVEN ALLOWANCE

6095 SAFE HAVEN ALLOWANCE

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. 6075-A, including a dependent who turned 21 while at the safe haven/designated place, is authorized safe haven evacuation allowances.

NOTE:

1. Tax paid on lodging while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging reimbursement.

2. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

*1. Lodging Plus Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the Lodging Plus computation method for each day the dependent is in an evacuation status. ***An AEA described in Ch 4, Part C, does not apply to an evacuation.*** The Lodging Plus computation method consists of a lodging allowance ceiling and an M&IE allowance. App A PER DIEM definition and Ch 4, Part B for an explanation of the expense items the safe haven allowance is intended to cover. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. 4130-G applies. ***That is, if an evacuated dependent stays with a friend or relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative***. This restriction does not apply when the dependent leases a house, apartment (i.e., lodging) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. See the computations in par. 6095-G. ***Gov't dining facility or open mess availability/use has no effect on safe haven evacuation allowances even though the dependent may or does use such facilities without charge.*** Par. 6095 safe haven evacuation allowances may be paid in advance as in par. 6120-A.

2. Authorization Termination

a. Authorization for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,

(2) Terminate sooner for other reasons.

b. If not terminated under par. 6095-B2a(1) or 6095-B2b(2), above, safe haven evacuation allowances,

authorized in par. 6095-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by the Secretarial Process; or,

(2) Member dies. Par. 6075-A.

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

(1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;

(2) Date the dependent departs the safe haven for the PDS or designated place (or converts the safe haven to the designated place); or

(3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven evacuation allowances for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling:

1. From:

a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. 6095-D or par. 6095-F to a safe haven or designated place;

b. A member's CONUS PDS to a safe haven or designated place;

c. One safe haven to another safe haven;

d. A safe haven to a designated place, or;

e. A safe haven or designated place to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. 6095-C1, to a dependent in an evacuation status:

a. Age 12 or older is equal to that payable to a member traveling on TDY;

b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A safe haven evacuation allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. 6095-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent, and/or the Secretary Concerned for a non-DoD member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/ or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary Concerned for a non-DoD member's dependent under par. 6085-D) at:

a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and

b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven evacuation allowances rate.

2. Safe Haven Evacuation Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (par. 6085) may direct a dependent to move between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. 6095-D1. When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances in par. 6095-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

(a) Safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or

(b) Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) is paid under par. 6095-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. 6095-D1.

4. Safe Haven Evacuation Allowances - Termination when an Evacuated Dependent Is Directed to Move to a designated place. A dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto, if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement to relocate to a designated place must specify the date on which safe haven evacuation allowances terminate for a dependent directed to relocate from the safe haven to a designated place. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. 6095-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven evacuation allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Evacuation Allowances when Away from the Safe Haven. Safe haven evacuation allowances continue for a dependent at a safe-haven location, who is absent from the safe haven for personal reasons provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven evacuation allowance is based on the locality per diem rate which is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances at a designated place. When a dependent selects a designated place and move there, or converts the safe haven to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodging and M&IE expenses while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven evacuation allowances as in par. 6095-D.

2. Converts the safe haven to a designated place, is authorized safe haven evacuation allowances as in par. 6095-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. 6095-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the designated place or the date the safe haven is converted to a designated place. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted. The safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the designated place using par. 6095-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to Gov't reimbursement,

2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and

3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a designated place

is authorized safe haven evacuation allowances at the applicable per diem rate for the area concerned, computed as shown in par. 6095-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. 6095-C and 6095-E apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTES:

1. The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.

2. Tax paid on lodging while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to safe haven evacuation allowances.

3. Tax paid on lodging while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate used .to compute the safe haven evacuation allowances. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. Laundry/dry-cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem and are not reimbursable. Effective 1 October 2014.

EXAMPLE 1

A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was $100 plus $11.50 for lodging tax (11.5%). The applicable maximum locality rate was $146 ($90/ $56).

(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows. Par. 6095-D1.

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($146), which in this case is $56 for M&IE and NTE $90 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE		Max Lodging		Total
Member's spouse:	$56		$90		$146
Child (age 12 or older)	$56		$90		$146
Child (under age 12)	$28	$56 x 50%	$45	$90 x 50%	$73
Max daily amount payable for the 3 dep:	$140		$225		$365

(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) ($140 for M&IE and NTE $225 for lodging), as follows:

M&IE:	$140	The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum ($225) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$240	Daily amount that is payable to the dependents within the maximum $365/day established in (a) for the three dependents for each of the first 30 consecutive days.
Lodging Tax:	$11.50	
Total:	$251.50	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.

(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:

	M&IE		Max Lodging		Total
Member's spouse:	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (age 12 or older)	$33.60	$56 x 60%	$54	$90 x 60%	$87.60
Child (under age 12)	$16.80	$56 x 30%	$27	$90 x 30%	$43.80
Max daily amount payable for the 3 dep:	$84.00		$135		$219.00

(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($84.00 for M&IE and NTE $135 for lodging), as follows:

M&IE:	$84.00	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum ($135) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$184.00	The daily amount that is payable to dependents within the maximum $219.00 established in (b) for costs incurred by the 3 dependents for the 31st to 180th consecutive days.
Lodging Tax:	$11.50	
Total:	$195.50	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.

EXAMPLE 2

A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was $110 plus $9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also $110 plus $9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was $226 ($155/ $71).

(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. 6095-D1.

Each dependent age 12 or older is authorized safe haven allowance up to the full rate ($226), which in this case is $71 for M&IE and up to $155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.

	M&IE		Max Lodging		Total
Member's spouse:	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (12 or older)	$71		$155		$226
Child (under 12)	$35.50	$71 x 50%	$77.50	$155 x 50%	$113
Max daily amount payable for the 4 dep:	$248.50		$542.50		$791

(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) ($248.50 for M&IE and NTE $542.50 for lodging), as follows:

M&IE:	$248.50	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for the 4 dependents ($110 + $110) (not including lodging tax), which is less than the max ($542.50) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$468.50	Daily amount paid to the dependents within the maximum $791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.

(c) Beginning on the 31st consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. 6095-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:

	M&IE		Max Lodging		Total
Member's spouse:	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (12 or older)	$42.60	$71 x 60%	$93	$155 x 60%	$135.60
Child (under 12)	$21.30	$71 x 30%	$46.50	$155 x 30%	$67.80
Max daily amount payable for the 4 dep:	$149.10		$325.50		$474.60

(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) ($149.10 for M&IE and NTE $325.50 for lodging), as follows:

M&IE:	$149.10	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.
Lodging:	$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max ($325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.
Daily Amount:	$369.10	Daily amount paid to dependents within the maximum $474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.
Lodging Tax:	$19.80	$9.90 + $9.90
Total:	$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31st through the 180th consecutive days.

EXAMPLE 3

A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6095-D5, the dependents were determined to already be at a safe haven and are authorized safe haven evacuation allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven evacuation allowances under par. 6095-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was $186 ($130/$56).

(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows. Par. 6095-D1,

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full locality rate which in this case is $186 ($130/ $56).

	M&IE		Max Lodging		Total
Member's spouse:	$56		$130		$186
Child (age 12 or older)	$56		$130		$186
Max daily amount payable for the 2 dependents:	$112		$260		$372

(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) ($112 for M&IE and NTE $260 for lodging), is determined as follows:

M&IE:	$112	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).
Total:	$112	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.

(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. 6095-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:

	M&IE		Max Lodging		Total
Member's spouse:	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Child (age 12 or older)	$33.60	$56 x 60%	$78	$130 x 60%	$111.60
Max daily amount payable for the 2 dependents:	$67.20		$156.00		$223.20

(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) ($67.20 for M&IE and NTE $156for lodging), is determined as follows:

M&IE:	$67.20	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.
Lodging:	$0	No lodging allowance is paid when dependents stay with friends or relatives (par. 6095-B1).
Total:	$67.20	The actual daily amount paid for the 2 dependents' costs on 31st to 180th consecutive days.

EXAMPLE 4

Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a designated place.

The travel itinerary was as follows:
Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the designated place on 14 August.
Remained overnight at the CONUS location; incurred lodging cost of $95 plus $11.40 lodging tax (12%).
Departed the CONUS location on 15 August. Arrived at the designated place on 15 August.

The dependents shared a hotel room at the designated place and incurred a lodging cost of $105 plus $13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the designated place. Safe haven evacuation allowances at the designated place begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. Par. 6095-E. The maximum locality rate at the CONUS location en route, at the time of travel was $155 ($99/ $56). The maximum locality rate at the designated place was $161 ($110/ $51).

(a) The maximum safe haven evacuation allowances that may be paid for the member's 3 dependents for 14 August while they traveled to the designated place and while they remained overnight at the en route CONUS location (par. 6095-E):

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($148), which in this case is $44 for M&IE and NTE $99 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$56		$99		$155
Child (age 14)	$56		$99		$155
Child (age 9)	$28	$56 x 50%	$49.50	$99 x 50%	$77.504
Max daily amount payable for the 3 dependents:	$140		$247.50		$387.50

(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) ($105 for M&IE and NTE $247.50 for lodging) for payment for the travel period to the designated place via the en route CONUS location on 14 August:

The dependents are authorized 75% of the M&IE allowance for 14 August ($140 x 75% = $105).

M&IE:	$105	The M&IE in this amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max ($247.50). A lodging receipt is required for this amount.
Lodging Tax:	$11.40	
Total:	**$212.28**	Actual amount (including lodging tax) paid to dependents for the 3 dependents' costs on 14 August.

(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. Par. 6095-E.

Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate ($161), which in this case is $51 for M&IE and NTE $110 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.

	M&IE		**Max Lodging**		**Total**
Member's spouse:	$51		$110		$161
Child (age 14)	$51		$110		$161
Child (age 9)	$25.50	$51 x 50%	$55	$110 x 50%	$80.50
Max daily amount payable for the 3 dependents:	$127.50		$275		$402.50

(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) ($127.50 for M&IE and NTE $275 for lodging), is determined as follows:

M&IE:	$127.50	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.
Lodging:	$105	The actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the max ($275) that may be reimbursed. A lodging receipt is required for this amount.
Daily Amount:	$232.50	The daily amount that is payable to dependents within the maximum $402.50 established in (c) for costs incurred by the 3 dependents for 27 days.
Lodging Tax:	$13.13	
Total:	$245.63	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the designated place for 27 days (27 days x $245.63 = $6,632.01).

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CHAPTER 6: EVACUATIONS

PART B: EMPLOYEES ONLY

SECTION 5: PER DIEM FOR AN EMPLOYEE AND/OR DEPENDENTS WHILE AT SAFE HAVEN INCIDENT TO AN EVACUATION FROM A PDS WITHIN CONUS OR NON-FOREIGN OCONUS LOCATION

6585 PURPOSE

Per diem is provided to assist an employee with the excess costs involved in temporarily maintaining dependents at a safe haven.

6590 LODGING PLUS PER DIEM FOR AN EVACUATED EMPLOYEE/DEPENDENT

A. Safe Haven Allowance Authorization. An evacuated employee and/or dependent is authorized a safe haven allowance using the Lodging Plus per diem computation method for each day in an evacuation status.

B. Actual Expense Restriction. Actual expense allowances in Ch 4, Part C, do not apply to an evacuation.

C. Lodging Plus. The Lodging Plus per diem computation method consists of a lodging ceiling and an M&IE allowance.

D. Expenses. See the definition of per diem, in App A , for expenses that per diem covers.

E. Lodging Reimbursement. The maximum lodging reimbursement for an employee and dependent family is the actual total daily lodging cost incurred by the family, NTE the sum of the authorized daily lodging portion of the locality per diem rate.

F. Lodging with a Friend/Relative (see par. 4130-G)

1. Lodging cost is ***not*** reimbursable if an evacuated employee/dependent stays with a friend/relative while at a safe haven.

2. Lodging cost ***is reimbursable*** if an employee/dependent leases lodging (e.g., a house, apartment) from a friend/relative with a bona fide, standard written lease. In this situation the friend/relative does not jointly occupy the leased lodging.

G. M&IE Payment. Each evacuated employee/dependent is authorized the per diem M&IE portion even if not authorized the per diem lodging portion for any given day. See example in par. 6595-B.

*H. Gov't Dining Facility. Gov't dining facility availability/use has no effect on per diem for an employee/dependent(s) even if they are used without charge.

I. Advance Payment. Per diem payable under this par. may be paid in advance IAW Ch 6, Part B4, §550-403(d).

6595 PER DIEM COMPUTATION

A. General

1. Lodging tax is a reimbursable expense (App G) in addition to per diem while:

a. At a CONUS/non foreign OCONUS safe haven, or

b. Traveling in a CONUS/non-foreign OCONUS area.

2. Lodging tax is ***not*** a reimbursable expense while:

a. At a foreign OCONUS safe haven, or

b. Traveling in a foreign OCONUS area.

3. The VAT relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

4. Laundry/dry cleaning/pressing of clothing expenses are included in the Incidental Expense portion of per diem and are ***not*** separately reimbursable expenses. See App G.

B. Computation Example

COMPUTATION EXAMPLE

PER DIEM INCIDENT TO EVACUATION

The per diem rates used in the following example are for illustrative purposes only and do not necessarily reflect current rates.

An employee, the employee's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the employee and three dependents, who shared one room, was $95 plus $7.60/day for lodging tax (8%). The maximum per diem applicable at that location was $146 ($85/ $61).

(a) Unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3), the maximum daily amount that may be paid to the employee and three dependents for the first 30 consecutive days is determined as follows (Ch 6, Part D, §550.405(b)(1)):

The employee and each dependent age 12 or older is authorized per diem NTE the full rate ($146) ($85/ $61). Each dependent under age 12 is authorized per diem NTE 50% of the rate.

	M&IE	**Max Lodging**	**Total**
Employee:	**$61**	**$85**	**$146**
Employee's spouse	**$61**	**$85**	**$146**
Child (age 12 or older)	**$61**	**$85**	**$146**
Child (under age 12)	**$30.50** ($61 x 50%)	**$42.50** ($85 x 50%)	**$ 73**
Max daily amount that may be paid for costs incurred by the employee and 3 dependents	**$213.50**	**$297.50**	**$511**

(b) Determine the actual total daily amount for the first 30 consecutive days, within the maximum amounts shown in (a) ($213.50 for M&IE and NTE $297.50 for lodging), as follows:	
M&IE:	$213.50 (The M&IE in this daily amount is paid to cover cost meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($297.50) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$308.50 (Daily amount that is payable to the employee and dependents (within the maximum $511 established in (a) for costs incurred by the employee and three dependents for the first 30 consecutive days)).
Lodging Tax:	$7.60/day
Total:	$316.10 (Actual daily amount paid to employee and dependents for costs (including lodging tax) incurred by the employee and three dependents for first 30 consecutive days).

(c) Beginning on the 31st day per diem is computed at 60% (for employee and dependents 12 or older) and 30% (for dependents under 12) of the applicable per diem rate, unless a lower rate is authorized under Ch 6, Part D, §550-405(b)(3). The maximum daily amount starting on the 31st through the 180th consecutive days that may be paid for the employee and three dependents in this example as follows:

	M&IE	**Max Lodging**	**Total**
Employee	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Employee's spouse	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Child (age 12 or older)	**$36.60** ($61 x 60%)	**$51** ($85 x 60%)	**$87.60**
Child (under age 12)	**$18.30** ($61 x 30%)	**$25.50** ($85 x 30%)	**$43.80**
Max daily amount that may be paid for costs incurred by the employee & 3 dependents	**$128.10**	**$178.50**	**$306.60**

(d) Determine the actual total daily amount that is paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) ($128.10 for M&IE and NTE $178.50 for lodging), as follows:	
M&IE:	$128.10 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the employee and three dependents. No itemization or receipts are required.)
Lodging:	$95 (The actual daily amount (no lodging tax) paid for lodging by the employee and three dependents and is less than the maximum ($147) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	$223.10 (Daily amount payable to the employee and dependents within the maximum $306.60 established in (c) for costs incurred by the employee and three dependents for the 31st to 180th consecutive days).
Lodging Tax:	$7.60/day
Total:	$230.70 (Actual daily amount paid for costs (including lodging tax) incurred by the employee and three dependents for the 31st to the 180th consecutive days).

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 3: EMERGENCY LEAVE

7010 TRANSPORTATION IN PERSONAL EMERGENCIES (MEMBERS ONLY)

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW DoDI 1327.06 (Leave and Liberty Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/or Service regulations for non-DoD Services (par. 1015-C2i) are authorized transportation between authorized locations.

2. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy-constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

3. Gov't Air Transportation not Reasonably Available

a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space required Gov't air transportation is not reasonably available.

b. A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).

c. See par. 7010-C for definition of "authorized location."

d. See par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply if Gov't transportation is reasonably available and not used.

4. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

*(a) TMC fees,

(b) Charges for the first checked bag, and

(c) Arrival/departure taxes/fees.

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

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

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

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

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

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

B. Eligibility

1. Eligible Member. An eligible member is one:

a. On permanent duty OCONUS,

b. Assigned to an OCONUS ship/unit operation, or

c. With an OCONUS domicile who is on permanent duty or initial training in CONUS, or is described in par. 4090-I, 4090-J, or 4090-K.

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

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

a. Is command sponsored and resides OCONUS with the member,

b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or

c. Resides in CONUS, the emergency leave location is OCONUS, and the member:

(1) Is on permanent duty OCONUS, or

(2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

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

(1) From which first called (or ordered) to active duty,

(2) Of first enlistment, or

(3) Of permanent legal residence.

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

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:

a. Transportation from an originating location to a destination, and

b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. 7010.

2. The authorized locations listed below (including those in par. 7010-C4b(3)) are official travel locations, and available contract city pair airfares ***may*** be used.

3. Examples

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

a. **Example 1**

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

b. **Example 2**

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

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

a. Authorized origins are:

(1) A member's PDS;

(2) The dependent's other OCONUS location; or

(3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. 7010-B1c and dependent described in par. 7010-B3c, check par. 7010-B3a.***

b. Authorized destinations are:

(1) Either:

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

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

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

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

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

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

a. Authorized origins are the international airports nearest the:

(1) Member's PDS, or

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

b. Authorized destinations are:

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

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

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

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

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

1. PDS,

2. Home port, or

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

B. Transportation

1. Space required Gov't transportation must be used if reasonably available.

2. Travel and transportation allowances are the same as if traveling on TDY.

3. The policy in par. 3220-B allowing reimbursement up to the directed mode cost does not apply if Gov't transportation is reasonably available and not used.

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

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

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

F. One Way Emergency Leave Travel

1. There is no authority for one way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port.

2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. 7015-D.

3. See par. 7040 for travel and transportation allowances when a ship relocates during the member's authorized absence.

4. Examples. ***The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs***. Even though payable, per diem and transportation costs to/from terminals are not included in the examples

a. **Example 1**

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

b. **Example 2**

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

7020 EMERGENCY VISITATION TRAVEL (EVT) (EMPLOYEES ONLY)

A. Related Information

1. Allowable Expenses due to the Death of an Employee/Dependent. Ch 7, Part F.

2. Employee Emergency Travel and Transportation due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part A3.

3. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part B4.

4. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part A5.

5. Travel to Visit a Wounded/Ill Employee. Ch 7, Part H2.

B. General

1. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at Gov't expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.

2. Allowance Discretion. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).

3. Restrictions

a. EVT is not permitted for travel wholly within the foreign PDS area/country.

b. An employee away from the foreign OCONUS PDS:

(1) On leave in a CONUS/non-foreign OCONUS location, or

(2) TDY in a CONUS/non-foreign OCONUS location

is not eligible for EVT.

4. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

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

a. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death (pars. 7020-F3and 7020-O).;

b. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (App A1) to the place of interment anywhere in the world (pars. 7020-F3 and 7020-P).;

c. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. 7020-R).; and

d. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. 7020-B5a, 7020-B5b, 7020-B5c. Also see par. 7020-S.

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

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

E. Limit on Number of Travelers

1. General. Ordinarily, the employee ***or*** one eligible family member (***not both***) is authorized travel at Gov't expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members.

2. Exceptions. Additional family members must travel due to:

a. A critical injury to a dependent child attending school away from the PDS,

b. The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area,

c. A nursing child needs to accompany the mother, or

d. Preschool children to accompany a single parent.

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

F. Definitions

1. Eligible Employee. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence.

2. Eligible Family Member. Any of the following individuals may be an "eligible family member" if part of the employee's household at the OCONUS PDS and are eligible for EVT:

a. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self-support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

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

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

c. Spouse or domestic partner.

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

a. Spouse or domestic partner;

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

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

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

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

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

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

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

G. Transportation Reimbursement

1. Reimbursable Transportation Related Expenses

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

*(1) TMC fees,

(2) Charges for the first checked bag, and

(3) Arrival/departure taxes/fees**.**

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

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

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

a. Per diem;

b. Excess accompanied baggage (except for the first checked bag);

c. Unaccompanied baggage; and/or

d. Ground transportation from PDS/home/destination to the airport and return (to include parking).

H. Travel Limitations

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

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

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

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

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

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

7. Authorized Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy-constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

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

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

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

K. Charge to Leave. See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

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

1. Form WH-380 "Certification of Health Care Provider" (This optional form may be used by an employee to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306)).

2. Federal Employee Entitlements under the Family and Medical Leave Act of 1993.

3. OPM Final Regulations on Family and Medical Leave.

4. OPM Family and Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification.

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

N. EVT Followed by FVT

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

O. EVT for Medical Reasons

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

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

a. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse/domestic partner;

b. The telephone number of the attending physician or hospital; and

c. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

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

4. Confirming the Need for EVT Travel. After confirming that the family member's medical status meets the requirements of par. 7020-F7, the AO may authorize/approve the EVT request. The AO must not authorize/ approve any request that does not meet the requirements in par. 7020-F7. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

5. Recording EVT Travel. Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

6. Limiting EVT Travel to Already Identified Parents. EVT is not authorized when the employee/spouse/ domestic partner has already identified two individuals as parents for EVT and (a) subsequent request(s) for EVT elects a third parental individual to visit.

7. Travel in Advance of Authority Being Provided

a. Employee/Spouse/Domestic Partner Elects to Travel before Authority Is Provided. The employee/ spouse/domestic partner may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods. As a:

(1) Personal expense of the employee subject to reimbursement in the event of subsequent approval; or

(2) Gov't expense subject to collection as an overpayment if it is determined that the circumstances for which EVT was authorized/approved do not meet EVT authority standards.

b Repayment Acknowledgement. An employee traveling in advance of authority for transportation at Gov't expense must execute the following repayment acknowledgement prior to commencing travel:

REPAYMENT ACKNOWLEDGEMENT

"I, _____ certify that I have read and understand the Emergency Visitation Travel (EVT) regulations in Joint Travel Regulations (JTR), Chapter 7, Part A, and that all expenditures made by my Command ICW my EVT (or EVT for my eligible spouse/domestic partner) _____ become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Ch 7, Part A. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy."

_____	_____	_____
Signature	**Date**	**Typed Name**

After execution of the Repayment Acknowledgement, the AO may authorize transportation.

c. After Return to the PDS. In each case in which EVT is taken in advance of EVT transportation authority, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO determines whether or not the family member's medical status at the commencement of EVT met the requirements of par. 7020-F7. If the AO determines that the family member's status did not satisfy the requirements, all EVT expenses become the employee's financial responsibility.

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

1. Limitation. Only one round trip may be taken by either the employee or the spouse/domestic partner in the death of any immediate family member.

2. Beginning Travel. Travel must begin as soon as practicable upon notice that the immediate family member has died.

3. Death of Employee/Eligible Family Member. In the death of an employee/eligible family member stationed in a foreign area ***(whether death occurs at the PDS or elsewhere in a foreign area)***, one round trip to the place of interment is allowable for each eligible family member resident at the PDS (par. 7020-B5b).

4. Travel Statement. The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse or domestic partner) of the deceased.

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

1. General. When the employee, or employee's spouse or domestic partner, travels at personal expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from the OCONUS PDS to make that visit, then the eligible traveler may elect, either (but not both) of the following:

a. Reimbursement for the round trip visitation travel already taken at personal expense, or

b. Subsequent EVT round trip travel for the interment of that sibling.

2. Limitation. Reimbursement for allowable EVT travel and transportation expenses under par. 7020-Q1a is limited to par. 7015-G1 requirements, and must conform to par. 7015-H. Par. 7015-G2 lists unauthorized EVT expenses.

R. Incapacitated Parent

1. Travel Purpose. Travel must be to:

a. Arrange medical care,

b. Arrange home care services, or

c. Evaluate a facility placement

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

2. Allowable Circumstances. Examples of circumstances in which this EVT may be approved include:

a. Eyesight of a parent (see par. 7365-B2) (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;

b. A parent/stepparent/adoptive parent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;

c. A parent/stepparent/adoptive parent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility; and/or

d. Similar circumstances.

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

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

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

5. Authorization Procedure

a. The employee:

(1) Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-R (Incapacitated Parent).

(2) Should provide as much detail as available at the time of the request for travel at Gov't expense that demonstrates that the request is consistent with the requirements in par. 7020-B5c.

(3) May supplement the statement with additional detail as more information becomes available. A sample certification follows below.

b. At a minimum the certification must include:

(1) The number of EVT trips already taken by employee/spouse/domestic partner during their lifetimes under the authority in pars. 7020-B5c and 7020-P.

(2) The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;

(3) A detailed description of the circumstances for which the EVT allowance is being claimed; and

(4) If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship that supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse or domestic partner.

SAMPLE CERTIFICATION

I, _____ certify that it is necessary for me (**or for my spouse/ domestic partner)** to travel to the location of my (**or eligible spouse's or domestic partner's**) parent, _____ who resides at: _____ to assist in getting appropriate care or making new living arrangements due to recently discovered incapacity. I have the following indications that my (**or eligible spouse's or domestic partner's**) parent may not be able to continue living independently:
_____

I hereby declare that, if approved, this will be my ☐Employee ☐Spouse☐Domestic Partner ☐first/☐second eldercare trip at Government expense during my lifetime IAW Joint Travel Regulations, par. 7020-R3.

_____	_____	_____
Signature	**Date**	**Typed Name**

6. Request Submission. The request must be submitted to the AO. The AO must notify the requester of the action taken on the Gov't funded travel request.

7. Travel without Prior Authority

a. Gov't funded transportation is permitted without prior authority. If Gov't funded transportation is permitted, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the parent's health status and travel purpose described above. The employee is financially liable for any expenditure not approved.

b. In the event the employee or the employee's spouse or domestic partner elects to travel in advance of authority being provided, the following statement must be included in the employee certification:

"I have read and understand JTR, par. 7020-Q, that all expenditures made by the Government ICW my EVT ***(or EVT of my eligible spouse or domestic partner) (Name)*** become my personal financial responsibility and are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in JTR, Ch 7, Part A3. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

S. Unusual Personal Hardship

1. Personal Hardship. The individual delegated authority for that purpose under criteria established by the DoD Component concerned may authorize/approve EVT in exceptional circumstances on a case by case basis in situations involving unusual personal hardship other than those provided for in pars. 7020-Q (Medical Reasons); 7020-P (Immediate Family Member's Death); and 7020-R (Incapacitated Parent). Requests for authorization/ approval of Gov't funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

2. Travel without Prior Authority. Gov't funded transportation is permitted without prior authority. If Gov't funded transportation occurs, the employee/spouse/domestic partner must provide, not more than 30 days after travel completion, a certification statement detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request. The par. 7020-Q procedure, regarding travel in advance of authority being provided, also applies ICW EVT travel under par. 7020-S for Unusual Personal Hardship. The employee is financially liable for any expenditure not approved.

T. EVT Table

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

Footnote:

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

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

A. General

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

a. An incapacitating illness/injury not due to the employee's misconduct, or

b. The death or serious illness of a family member, or

c. A catastrophic occurrence/impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.

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

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

B. DoD Component Responsibility/Authority Delegation

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

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

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

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

a. Incapacitated by illness/injury, or

b. Informed of an emergency situation

that necessitates discontinuance/interruption of the TDY assignment.

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

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

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

2. Alternate Location

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

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

3. Employee's Incapacitating Illness/Injury

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

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

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

4. Family (FTR §301-30.2)

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

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

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

5. Personal Emergency Situation. "Personal emergency situation" means:

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

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

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

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

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

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

7. Fire, Flood, or Act of God

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

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

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

E. Employee's Incapacitating Illness/Injury

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

2. Per Diem Continuation at the Interruption Point

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

b. Per Diem. Per Diem:

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

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

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

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

(a) Within proximity of the PDS, or

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

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

d. Documentation and Evidence of Illness

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

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

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

3. Return to PDS/Home

a. General

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

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

(3) If, when the employee's health has been restored, the Service/DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location, such return is a new travel assignment at Gov't expense.

b. Employee's Attendant/Escort

(1) Transportation expenses, but not per diem, are allowed for an attendant/escort for a TDY employee who becomes ill/injured.

(2) An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant.

(3) Round trip transportation between the PDS and the TDY station or one way transportation between those points is authorized for the attendant/escort (B-169917, 13 July1970).

4. Travel to an Alternate Location and Return to the TDY Assignment

a. Conditions and Allowable Expenses

(1) Reimbursement for certain excess travel costs may be allowed (par. 7020-E4b) when an employee interrupts a TDY assignment because of an incapacitating illness/injury and takes leave:

(a) For travel to an alternate location to obtain medical services, and

(b) To return to the TDY assignment,

(2) This interruption must be authorized with the approval of an appropriate DoD Component official,

(3) The nearest hospital/medical facility capable of treating the employee's illness/injury is not an alternate location (par. 7020-D2).

b. Excess Cost Calculation

(1) Reimbursement authorized/approved under par. 7020-E4a is the excess actual travel costs:

(a) From the interruption point,

(b) To the alternate location, and

(c) Return to the TDY assignment,

that exceed the constructed cost of round trip travel between the PDS and the alternate location.

(2) The actual travel cost is/are the transportation expense(s) incurred and en route per diem for the travel as actually performed from the:

(a) Interruption point to the alternate location, and

(b) Alternate location to the TDY assignment.

(3) ***No per diem is allowed for the time spent at the alternate location.***

(4) The constructed travel cost is:

(a) The sum of transportation expenses the employee would have incurred for round trip travel between the PDS and the alternate location (had the travel begun at the PDS), ***PLUS***

(b) TDY per diem for the appropriate en route travel time.

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

F. Personal Emergency Situation

1. Return to PDS/Home

a. Transportation expenses and en route per diem may be authorized/approved when an employee discontinues a TDY assignment due to a personal emergency.

b. Authorization/approval for return travel from the interruption point to the PDS is required.

c. A new TDY travel order must be issued if the DoD Component decides that it is in the Gov't's interest to return the employee to the TDY location after the personal emergency is resolved.

d. Contract city pair airfares may be used ICW par. 7025-F1.

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

a. An employee may:

(1) Interrupt a TDY assignment due to a personal emergency,

(2) Take leave for travel to an alternate destination where the personal emergency exists, and

(3) Return to the TDY assignment.

b. Reimbursement may be authorized/approved for transportation and en route per diem as permitted in par. 7025-E4.

c. ***Contract city pair airfares may NOT be used ICW par. 7025-F2.***

3. Discount Airfare Use

a. Contract city pair airfares/reduced airfares available to a traveler on official business, should be used for emergency leave travel authorized in par. 7025-F1.

b. Contract city pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.

c. If a contract city pair airfare is not available, policy constructed airfare(see App A1) (including a lower or equal airfare offered by a non-contract carrier limited to a Gov't traveler on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.

d. The AO may authorize a less expensive airfare (with/without restrictions) available to the general public and the traveler may seek a lesser airfare (with/without restrictions).

4. Return to the PDS

*a. ***When the employee is authorized emergency leave return travel, from the interruption/ discontinuance point to the PDS, transportation must be arranged through a TMC, if one is available. See par. 2400.***

b. An unused portion of Gov't funded transportation for the TDY assignment must be used if possible.

c. The DoD Component and the employee must ensure proper accountability for all unused tickets.

5. Travel to an Alternate Destination

a. Insufficient Personal Funds. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate destination and return to the TDY assignment, the DoD Component may:

(1) Procure transportation, or

(2) Provide an advance of funds for the employee to procure transportation.

b. Reimbursement to the Gov't. The employee must reimburse the Gov't for any Gov't funded transportation cost/travel advance in excess of the authorized/approved reimbursement.

c. City Pair Airfares. City pair airfares may:

(1) Be used only when transportation is entirely Gov't funded, and

(2) ***May not be used for travel to an alternate destination***.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 4: SPECIAL REST AND RECUPERATION (SR&R)

MEMBERS ONLY

7030 TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION

A. Authority. Under regulations prescribed by the Secretary Concerned, an eligible member may elect up to:

1. 15 days (for personnel completing an overseas tour of 12 or fewer months), or

2. 20 days (for personnel completing an overseas tour longer than 12 months)

of SR&R absence (DoDI 1327.06, Encl. 2, subsec. 6f).

B. Eligibility. A member must meet the following DoDI 1327.06 requirements:

1. Be entitled to basic pay,

2. Have a specialty designated for SR&R purposes,

3. Complete a tour of duty at a designated OCONUS PDS,

4. Extend that tour for not less than a year, and

5. Does not elect a non-transportation option under 10 USC §705.

C. Transportation

1. Authorized Transportation. Gov't funded round trip transportation is authorized between the OCONUS PDS and:

a. The nearest CONUS aerial POE (10 USC §705(b)(2)), or

b. An alternate destination NTE the cost of round trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.

2. Gov't/Gov't Procured Transportation. Round trip Gov't/Gov't procured transportation is authorized and must be used, if available.

*3. Commercial Transportation. If Gov't/Gov't procured transportation is not available, the member must procure round trip commercial transportation via an available TMC (par. 2400).

4. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

*(a) TMC fees,

(b) Charges for the first checked bag, and

(c) Arrival/departure taxes/fees**.**

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

b. Authorized Reimbursement. Transportation reimbursement is:

(1) Authorized for:

(a) Transoceanic travel and overland air travel (par. 5018-C4),

(b) Overland surface travel at actual cost, and

(c) POC travel on a mileage basis for the official distance, using the 'Other Mileage Rate' in par. 2600.

(2) NTE the Gov't procured transportation cost between a traveler's PDS and the authorized destination.

c. Reimbursement not Authorized. The following expenses are not authorized for SR&R travel:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

5. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

D. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R travel while en route to and from or while at the SR&R leave location.***

E. Contract City Pair Airfares. Travel to and from the alternate location is official travel, and contract city pair airfares may be used but only if the contract city pair airfare to the alternate destination does not exceed the cost of the contract city pair airfare to the nearest CONUS aerial POE.

F. Transportation Reimbursement Examples

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

1. **Example 1**

Member's PDS is in an OCONUS location and the nearest CONUS aerial POE is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	$1,200
City pair airfare to Location B =	$1,400
Policy constructed airfare to Location B =	$1,600
Since transportation to Location B is more expensive than transportation to Location A, city pair airfare may not be used to Location B.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	

2. **Example 2**

Member's PDS is in an OCONUS location and the nearest CONUS air port is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	$1,200
City pair airfare to Location B =	$ 980
Since transportation to Location B is less expensive than transportation to Location A, the member is authorized city pair airfare to Location B ($980) NTE the $1,200 cost to Location A.	

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 5: CONVALESCENT LEAVE

MEMBERS ONLY

7035 CONVALESCENT LEAVE TRANSPORTATION (37 USC §481a)

A. Authority

1. A member is authorized transportation allowances ***(no per diem while en route to and from or while at the convalescent leave location)*** for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

a. CONUS medical treatment location to a location selected by the member, and authorized/approved by the Secretarial Process, and

b. Member selected location to any medical treatment location.

2. Additional trips, if deemed necessary by the attending physician, may be authorized through the Secretarial Process.

B. Transportation Allowances

1. A member performing travel under par. 7035-A may select:

a. Transportation in kind;

*b. Commercial transportation cost reimbursement when the member travels at personal expense (par. 2110 and Ch 3, Parts A, F, G & H), ***NOTE: IAW par. 3045, it is mandatory policy that a member uses an available TMC to arrange official travel; or***

c. The TDY automobile mileage rate for the official distance.

2. Gov't/Gov't procured transportation must be furnished and used to the maximum extent practicable.

C. Restrictions. ***Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.***

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 9: CONSECUTIVE OVERSEAS TOURS (COT) LEAVE

MEMBERS ONLY

7060 COT LEAVE

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Part A for COT leave travel between authorized locations.

2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. 4780, and Ch 3, Part D.

3. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:

a. Consecutive tours of duty at the same PDS (see App A1 definition of IPCOT), or

b. PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:

(1) One tour is unaccompanied, or

(2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DoDI 1315.18).

2. Military Personnel Assignments. See Procedures for Military Personnel Assignments.

3. COT Requirements for Alaska or Hawaii PDS. See DoDI 1315.18, Encl 4, par. 8.b.(2)(a) for the COT requirements for a DoD member assigned to Alaska or Hawaii.

4. FEML Location PDS. When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

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

1. Is a dependent (see App A1, except a child described in item 8 of the definition) on the:

a. Last day of the member's first tour at the old OCONUS PDS; or

b. Member's PCS order effective date to the new OCONUS PDS; and

2. Is command sponsored for both tours;

3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and

4. Accompanies the member during both tours.

***NOTE*: COT leave travel and transportation allowances are authorized for a command sponsored dependent born during a COT leave deferral period.**

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair airfares ***are authorized***.

1. Travel between Authorized Locations. Travel between authorized locations is travel:

a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;

b. From the old to the new OCONUS PDSs via an authorized destination; or

c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. 7060-E3.

2. Authorized Destination

a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.

b. ***If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.***

c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place.

d. Examples. ***Costs in these examples are not actual costs and are used for illustration only.***

(1) Example 1

Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city pair airfare between the OCONUS location and CONUS Location A.	
The policy constructed airfare (App A1) between the OCONUS location and CONUS Location A (incorporating some city pair airfare connections):	$1,200
Member desires to utilize COT travel to CONUS Location B.	
City pair airfare to/from CONUS Location B:	$1,400
Least expensive policy constructed airfare to/from CONUS Location B:	$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is $1,600 of which $1,200 is reimbursable.	
The member is ***not responsible*** for the additional $200 cost if transportation to/from CONUS Location B is authorized/approved by the Secretarial Process making the city pair airfare to/from CONUS Location B available.	

(2) Example 2

Member's PDS is in OCONUS Location and the HOR is CONUS Location A.	
Round trip city pair airfare trip cost:	$980
Member desires to utilize COT travel to/from CONUS Location B.	
Round trip city pair airfare to/from CONUS Location B:	$840
Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city pair airfare to/from CONUS Location B ($840) NTE the $980 cost to HOR.	

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at Gov't expense from an authorized destination to drive a POC to a new PDS.

4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place IAW par. 5052.

5. Temporarily Absent from the PDS. Pars. 5042-A, 5044 (member) and 5090 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. ***COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).***

E. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. CONUS HOR. A member whose HOR is in CONUS, and the member's dependent, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under DoDI 1327.06, a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the member, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in Gov't's interest.

(2) Exception

(a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.

(b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.

(c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation Examples. ***Costs in these examples are not actual costs and are used for illustration only.***

a. Member Directed to Use Available Gov't/Gov't Procured Transportation. An eligible member, directed to use available Gov't/Gov't procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***Par. 3220-B, allowing reimbursement NTE the directed mode cost, does not apply.***

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	$775
*Member elects not to use the TMC (policy violation and par. 1035) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	$500
Transoceanic airfare reimbursement ($500) is not authorized IAW par. 5020-B.	

*b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Gov't/Gov't procured transportation cost, as appropriate, for the official distance (see par. 5014-A). ***This should almost never occur since TMC use is mandatory for all official travel.***

Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
Gov't procured transoceanic trip cost (one way):	$1,900
*An eligible dependent, told to use the TMC for airfares but elects not to use the TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one way transoceanic ticket:	$2,300
The member, on the traveler's behalf, is reimbursed $1,900, the Gov't cost for the transoceanic trip cost plus necessary ground transportation to the HOR. ***The member is financially responsible for the additional cost of $400 (one way). A dependent is not required to use Gov't air transportation IAW par. 5082-A.***	

c. POC Use. When the Service authorizes/approves POC use, the member is authorized MALT Plus on behalf of eligible travelers (member and/or dependent) IAW pars. 5164-A and/or 5074. If the Service does not authorize/approve POC use, reimbursement is limited to the policy constructed airfare (see App A1 definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:		
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.		
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.		
3. The destination per diem rate @ the time of travel was $139 ($100/ $46).		
4. The member's reimbursement for 9/1 is $34.50 (75% x $46) =		$ 34.50
5. Per diem payable for spouse is 75% of the $34.50 due to the member =		$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =		$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): $599/traveler x 3 travelers =		$ 1,797.00
8. Ground transportation from OCONUS residence to airport =		$ 50.00
Total constructed Gov't city pair airfare cost =		**$1,924.63**
Actual MALT Plus is computed as follows:		
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.		
POC MALT: 3,063 miles x $.23/mile =		$ 704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)	
Member's authorized per diem = 9 days x $129/day =		$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =		$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =		$ 580.50
Total actual amount =		**$ 3,316.74**
In this example, the city pair airfare to the CONUS HOR is less expensive than POC MALT Plus travel to the HOR. The member's reimbursement is limited to the policy constructed airfare of $599/person if the Service did not authorize/approve POC use. **The member is financially responsible for the additional cost ($3,316.74 - $1,924.63) of $1,392.11.** If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized MALT Plus on behalf of eligible travelers. See par. 7060-F1c.		

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. 7060-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:		
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.		
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.		
3. The destination per diem rate at the time of travel was $146 ($100/ $46).		
4. The member's reimbursement for 9/1 is $34.50 (75% x $46) =		$ 34.50
5. Per diem payable for spouse is 75% of the $34.50 due to the member =		$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of $17.25/child x 2 children =		$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: $969/traveler x 4 travelers =		$3,876.00
8. Ground transportation from OCONUS residence to airport =		$ 70.00
Total constructed Gov't city pair airfare cost =		**$4,040.88**
Actual MALT Plus is computed as follows:		
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.		
POC MALT: 3,063 miles x $.23/mile =		$704.49
Per Diem for Actual Travel using MALT Plus Method		
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x $129/day = $1,161	
Member's authorized per diem =		$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =		$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of $580.50/child x 2 children =		$ 1,161.00
Total actual amount =		**$3,897.24**
In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC MALT Plus travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount of $3,897.24. If the Secretarial Process authorizes/approves POC use, the member is authorized MALT Plus on behalf of eligible travelers (par. 7060-F1c).		

2. Travel Status. A member is in a travel status (see par. 2250) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. 7060 if a member elects:

a. 15 days leave and transportation, under par. 7030, or

b. Either of two other options available in lieu of transportation under par. 7030, (i.e., cash, or 30 days leave without funded transportation. See DoDI 1327.06.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 10: RENEWAL AGREEMENT TRAVEL (RAT)

7065 RAT LEAVE (EMPLOYEES ONLY)

A. General. An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. ***See pars. 7065-C and 7065-D for an employee serving tours of duty in AK or HI.***

NOTE: When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.

B. Eligibility Requirements for All OCONUS Areas

1. Eligibility. An employee must meet the requirements in par. 7065-B2 to be eligible for the allowances in par. 7065-A.

2. Requirements. Prior to departure from the OCONUS PDS an employee must have:

a. Satisfactorily completed the prescribed tour of duty (par. 5840-C and App Q3 for prescribed tours of duty), and

b. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. 7065-N1, 7065-N2, and 7065-N3 and return and any additional cost paid by the Gov't as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

c. (For HI or AK) Eligibility under pars.7065-C and 7065-D.

C. Employee Stationed in AK or HI on 8 September 1982. An employee whose status on 8 September 1982 was any of the situations below, involving a PDS in AK or HI, continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within AK or HI (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in AK or HI; or

2. En route to a PDS in AK or HI under a written service agreement to serve a tour of duty; or

3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in AK or HI.

D. Employee Assigned, Appointed, or Transferred to a Post of duty in AK or HI after 8 September 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in AK or HI after 8 September 1982, unless the DoD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in AK or HI.

2. This authority may be used only when required to fulfill DoD Component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill

remote area positions.

3. DoD Component written material must prescribe criteria and guidelines to determine the need for RAT.

4. The DoD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in AK or HI must be reviewed and re-confirmed in writing periodically, but not less than every five years.

5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either AK or HI. ***An employee must be advised in writing of this limitation.***

NOTE: The successive tours must be in the same State. A tour in HI followed by a tour in AK, or vice versa, does not qualify.

E. Allowable Travel and Transportation

1. An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS.

2. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. 7065-C).

*3. See par. 2400 for the mandatory use of TMCs for transportation arrangements.

4. See par. 7065-L for per diem.

5. ***POC mileage is not authorized for RAT while on an OCONUS tour (FTR, §302-4.301).***

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. 7065-P, RAT may be denied only when the employee:

a. Is being processed for separation, or

b. Is going to be involved in a RIF, or

c. Has a removal action pending, or

d. Has been reassigned to a U.S. position, or

e. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

2. RAT Delay

a. General

(1) ***Delay may not be imposed on a DoDEA teacher***.

(2) RAT at Gov't expense may not be denied to an employee who has earned it except IAW par. 7065-F1.

(3) The time at which leave is granted (to perform RAT) is subject to appropriate personnel written

material.

(4) RAT ordinarily is performed between OCONUS tours of duty (par. 5842-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel written material.

b. Delay at Management's Request

(1) Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if:

(a) The employee is engaged on a project that is scheduled for completion within a reasonable time,

(b) There is a temporary personnel shortage, or

(c) For other good reasons.

(2) Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

c. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. 5840-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

(1) The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

(2) 12 months.

d. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (par. 5840-C5).

e. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by an OCONUS Service Limitation

Example: An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

G. Travel in Family Units not Required. An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for

teachers IAW par. 7065-P.

H. RAT Non-Cumulative. RAT must be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement (35 Comp. Gen. 101 (1955)). ***RAT authorization is not cumulative from one period of service to another if not used.***

I. Baggage Transportation

1. General. Travelers should transport minimal baggage with them during RAT. The maximum baggage allowance that may be authorized at Gov't expense for an employee and dependents returning to the actual residence to take leave between overseas tours of duty is determined by whether the baggage is accompanied or unaccompanied.

2. Excess Baggage

a. Excess accompanied baggage weight allowance for each traveler is 100 lbs./person (gross weight).

b. The 100 lb. weight limit does not include free checkable accompanied baggage.

3. Unaccompanied Baggage (UB). UB:

a. Is authorized for up to 100 lbs./person (net weight).

b. Does not accompany the traveler, but is transported separately by air (e.g., via postal service, FEDEX, etc.).

J. UB of a DODEA Teacher Authorized an Extended Leave of Absence. A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 lbs. of UB for each eligible adult, and

2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Up to 100 lbs. excess accompanied baggage is authorized ICW/in addition to this shipment IAW par. 7065-I. Transportation under par. 7065-J is in place of UB the employee may be authorized to transport under the provisions of par. 7065-I.

NOTE: See par. 5656-B for UB ICW PDT.

K. HHG SIT. See Chapter 5, Part B for up to 90 days of HHG SIT.

L. Per Diem

1. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. ***No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.*** However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route ***directly*** between old and new OCONUS duty stations. See par. 7065-E for allowable travel and transportation allowances.

NOTE: AEA in Ch 4, Part C may not be authorized/approved for RAT/PCS travel.

2. Per Diem Computation Example. The following example illustrates the method for per diem computation incident to RAT:

Renewal Agreement Travel				
***NOTE*: See the Standard CONUS per diem rate or par. 2025 for the current Standard CONUS per diem rate.**				
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.				
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230		
	9/2 – 9/30	Leave		
	10/1	Depart CONUS residence at 1400		
	10/2	Arrive OCONUS at 1015		
3. The employee is authorized per diem since actual time exceeds 12 hours. See par. 5550-B.				
4. Maximum per diem rate at time of travel $142 ($91/ $51) and OCONUS PDS per diem rate is $239 ($131/ $108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)				
5. Reimbursement:		9/1	75% x $51 (M&IE) =	$ 38.25
		9/2- 9/30	No per diem	0.00
		10/1	75% x $108 =	$ 81.00
		10/1 – 10/2	75% x $108 (M&IE) =	$ 81.00
Total Reimbursement				**$200.25**
6. Par. 5550-B applies and the destination M&IE rate ($51) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.				
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. 5550-B2a & 5550-B3.				
8. ***Per diem for dependents is not authorized for RAT.***				

M. Leave Status during Absence from Duty. The written material concerning leave of a Service or DoD Component applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. 7065-P.

N. Alternate Destination

1. Authorization

a. An employee/dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:

(1) A CONUS/non-foreign OCONUS location, or

(2) The country of the employee's actual residence.

b. Either destination listed above is an official travel destination.

c. Contract city-pair airfares may be available for use. ***If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for all excess cost.***

d. The policy constructed airfare (App A1) is to be used for constructed cost purposes (App P1-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

2. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

a. **Example 1**

Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city-pair airfare between OCONUS Location A and CONUS Location B.	
The policy constructed airfare (App A1) between OCONUS Location A and CONUS Location B (incorporating some city-pair airfare connections):	$1,200
Employee desires to utilize RAT to CONUS Location C.	
City-pair airfare to/from CONUS Location C:	$1.400
Least expensive policy-constructed airfare to/from CONUS Location C:	$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city-pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is $1,600 of which **$1,200 is reimbursable**.	

b. **Example 2**

Employee's PDS is OCONUS Location A and the actual residence is CONUS Location B.	
Round trip city-pair airfare trip cost:	$980
Employee desires to utilize RAT to/from CONUS Location C.	
Round trip city-pair airfare to/from CONUS Location C:	$840
Since transportation to/from CONUS Location C is less expensive than the transportation to/from the actual residence in CONUS Location B, the employee is authorized city-pair airfare to/from CONUS Location C ($840) NTE the $980 cost to the actual residence.	

3. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

4. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

a. Does not meet the conditions in par. 7065-P,

b. Is merely routed through the country of actual residence en route to another country, or

c. Travels to various points for personal reasons (e.g., a "travel tour").

5. Administration. An alternate destination:

a. Is determined in advance of travel and stated in the order,

b. Omitted from the order may be later added to the order as an amendment, or

c. May be specifically approved on the reimbursement voucher if permitted by finance written material.

6. Reimbursement. RAT reimbursement for travel to an alternate destination is NTE the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

O. Limitations

1. HHG. There is no authority (ICW RAT) for HHG transportation except for necessary UB IAW pars. 7065-I and 7065-J. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused (38 Comp. Gen. 653 (1959)).

2. Unaccompanied Dependents. See par. 7065-G for an unaccompanied dependent's travel and transportation authority.

3. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

4. Duplicate Eligibility. ***Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).***

5. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

P. DoD Education Activity (DoDEA)Teacher

1. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

2. Exceptions

a. General

(1) A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.

(2) Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.

(3) Par. 7065-G (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

(4) The exceptions in par. 7065-P1 may be authorized/approved during a period of continuous service as provided in pars. 7065-P2B and 7065-P2C

b. Reassignment at Management's Request

(1) Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

(2) The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

(3) Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

(4) The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

c. Attendance at an Accredited College/University

(1) When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

(a) Under an agreement to attend an accredited college/university,

(b) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or

(c) Pursuing other specific professional preparations meeting current DoDEA requirements, or

(d) Attending courses that are required for continued certification in the teacher's home State.

(2) The renewal agreement is signed before leaving the OCONUS area.

(3) The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

(4) The teacher becomes financially responsible for previously Gov't-paid travel costs, when travel was at Gov't expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:

(a) Course(s) completion, or

(b) Reasons for not completing the course(s).

(5) A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. 7065-P1 begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

d. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

(1) Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,

(2) Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and

(3) Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:

(a) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,

(b) Evidence that the course of study is not feasible through other means,

(c) Proof/acceptance of the course of study, and

(d) Information regarding successful course completion.

e. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. Personnel written material applies for pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

3. HHG Storage between School Years. See par.5662-A.

a. Conditions. See par. 5662-A for HHG storage between school years.

b. In Addition to SIT. Authority for storage between school years (par. 5662-A) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

c. Substitute and Part-Time Teachers. ***Substitute and part-time teachers are not eligible for storage between school years.***

d. Administrative Arrangements

(1) The industrial relations/civilian personnel officer (administrative responsibility) must furnish the TO notification about storage between school years. The notification must specify the storage period beginning and ending dates.

(2) The TO is responsible for storage arrangements.

(3) The TO must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

e. Indebtedness Notification. Appropriate financial written material addresses indebtedness and appropriate notification so that collection action can be taken.

f. Consecutive School Terms in Different Locations

(1) If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for transportation to the new PDS.

(2) The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

(3) Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

Q. Dependent Transportation

1. When Authorized

a. Dependent transportation may be authorized ICW the employee's RAT.

b. Subject to the conditions in this Part, the dependent transportation costs is NTE the Gov't's cost for transportation to the employee's authorized destination.

c. In these cases, dependent transportation may be as provided in par. 7065-Q.

2. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

a. Traveled to the OCONUS PDS within the prescribed 1- year limit, or

b. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.

3. Authorization Limitations. A dependent:

a. At the OCONUS PDS may:

(1) Accompany the employee, and/or

(2) Travel before/after the employee ***but only after the employee has met RAT eligibility requirements and the renewal agreement is in place***.

b. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.

c. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.

d. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.

e. ***May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).***

4. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.

5. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. The dependent may return to the OCONUS PDS after the leave, when the employee:

a. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and

b. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

R. Relocation Allowances Table. This table lists allowances ICW RAT, and provides references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

RENEWAL AGREEMENT TRAVEL (RAT) RELOCATION ALLOWANCES (FTR, Part 302–3.209)	
Relocation Allowances that the DOD Component Must Pay/Reimburse	**Relocation Allowances that the DOD Component Has Discretionary Authority to Pay/Reimburse**
1. Transportation for employee and immediate family member(s). See Ch 5, Part B and FTR, Part 302–4.	1. HHG shipment to PDS. See par. 7065-O.
2. Per diem for employee only. See par. 7065-L and FTR, Part 302–4.	2. Dependent Transportation to PDS. See par. 7065-G.

S. Travel and Transportation Funding

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS

a. Losing Activity Costs. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD Component, the losing OCONUS activity must pay the costs en route to the actual residence (see App A) or alternate point until return travel begins.

b. Gaining Activity Costs. The gaining OCONUS activity in the same or another DoD Component must pay:

(1) Costs en route from the actual residence/alternate point to the new OCONUS PDS.

(2) Transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)).

(3) All PCS costs when an employee transfers between activities funded by DoDEA.

3. Obtaining a Position while on Leave in the U.S.

a. An employee:

(1) Who:

(a) Returns to the U.S. under a renewal agreement, and

(b) Arranges a move to a PDS in the U.S. while on leave,

(2) Is authorized reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence in the OCONUS service agreement.

b. The losing OCONUS activity must pay the travel and transportation costs to the new PDS, NTE the cost to the actual residence.

c. If the Gov't incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.

d. Additional travel and transportation costs to the new PDS ***may*** be paid by the gaining activity. If the gaining activity ***does not authorize*** a PCS move, the losing activity ***must amend the order*** to provide for return from the losing activity to the actual residence for separation.

e. Travel and transportation expenses for separation are funded IAW par. 5516-D.

T. RAT Eligibility Table. The following eligibility table is ICW RAT for round-trip travel between overseas tours of duty for leave purposes, when return is to the same PDS or another PDS in the same locality.

RAT Eligibility Table	
Agreement Required	Yes
Employee & Dependent Transportation	Yes (No advance)
Employee Per Diem	Yes (No Advance)
Dependent Per Diem	No
HHT Per Diem & Transportation	No
TQSE	No
MEA	No
Sell & Buy Residence Lease Termination	No
HHG SIT	No
NTS of HHG	Allowed only for DoDEA teachers between school years

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART A: TRAVEL ICW LEAVE

SECTION 11: FAMILY VISITATION TRAVEL (FVT)

EMPLOYEES ONLY

See Ch 7, Part A3 for Emergency Visitation Travel (EVT).

7070 GENERAL

A. Purpose. FVT enables an eligible employee to travel at Gov't expense to:

1. The CONUS,

2. A non-foreign OCONUS area, or

3. Other location

to visit immediate family members evacuated from the employee's foreign PDS.

B. Discretionary Allowance. FVT:

1. Is a discretionary allowance, not an authorized allowance.

2. Expenses are the responsibility of the employee's command.

3. Is not authorized for travel within the foreign area/country of assignment.

C. Legal Authority. 10 USC §1599b; 22 USC §4081.

D. Allowable Transportation Expenses

1. General. A DoD component may pay for, or an eligible individual may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return.

2. Transportation Reimbursement

a. Reimbursable Transportation Related Expenses

(1) The following transportation related expenses are reimbursed if not included in the transportation ticket cost:

*(a) TMC fees,

(b) Charges for the first checked bag, and

(c) Arrival/departure taxes/fees.

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

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

c. Reimbursement not Authorized. The following expenses are not authorized for FVT:

(1) Per diem;

(2) Excess accompanied baggage (except for the first checked bag);

(3) Unaccompanied baggage; and/or

(4) Ground transportation from PDS/home/destination to the airport and return (to include parking).

3. Transportation Mode

a. The AO determines the authorized transportation mode.

b. The cost of the authorized transportation mode may not exceed the cost of the policy constructed airfare (App A1) between authorized locations.

c. For POC use, the cost is based on the 'other mileage rate' in par. 2600-A.

E. Eligibility. This Part applies only to an employee, who is a U.S. citizen, assigned to a foreign OCONUS PDS for a tour of more than one year:

1. Who has a service agreement that provides for return transportation at Gov't expense to the employee's actual residence; and

2. Whose immediate family members were evacuated from the employee's foreign OCONUS PDS.

F. Commercial Transportation. The following applies:

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.

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

3. Accommodations must be in coach (unless 'other than economy/coach' accommodations are authorized/ approved under par. 2800-B) or, when air service is not available, minimum first class rail or bus service.

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

5. U.S. flag carriers must be used except as indicated in par. 2800-C.

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

7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

G. Travel Order

1. General

a. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation.

b. Rules concerning transportation accommodations for TDY travel also apply to FVT.

2. Commercial Aircraft. See par. 3500 for commercial aircraft use.

3. Arranging Official Travel. See par. 2400 for arranging official travel.

H. Refund. An employee must repay Gov't paid or reimbursed expenses if FVT is used as a substitute for travel for which FVT use is not authorized. For example, return to CONUS or to a non-foreign OCONUS area and resignation.

I. Year. For FVT purposes, a year starts on the:

1. Evacuation date of the employee's family, or

2. Return date to the OCONUS PDS from RAT.

J. Charge to Leave. See DoDI 1400.25, Vol. 630, and DoDI 1400.25, Vol. 1260.

K. Scheduling

1. Activities in foreign countries must schedule FVT to ensure the orderly performance of official duties at all times.

2. To the maximum extent possible, FVT must be combined with travel required for official purposes.

3. Exceptions to the limitations in par. 7070-M1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

L. Travel to the CONUS/Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS/non-foreign OCONUS area may be authorized during a 1-year period.

2. For part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.

3. FVT trips to the CONUS/non-foreign OCONUS area may be authorized 3 months after family members:

a. Are evacuated from the foreign PDS, or

b. Located at a safe haven in a foreign country return to the CONUS/non-foreign OCONUS area,

The total cost for visitation travel during a year's period (par. 7070-I) may not exceed the cost of two economy/coach round trips to the family's residence.

4. FVT trips to the CONUS/non-foreign OCONUS area are not permitted within the final 3 months prior to:

a. Scheduled transfer,

b. Departure on RAT, or

c. Voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS/non-foreign OCONUS area.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

   a. Including travel time, and

   b. Excluding days on duty or official travel status.

7. An employee's absence from the PDS for each visit to the CONUS/non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.

8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS/non-foreign OCONUS area.

M. Travel to Visit Dependents in a Foreign Country. The following definitions, rules and limitations apply to travel to visit dependents in a foreign country.

1. More than two visits to family members in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two economy/coach round trips to the employee's actual residence (par. 5826).

2. The cost of the two economy/coach round trips is based on the constructed cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.

3. A visit to family members in a foreign country may be permitted 4 weeks after family members were evacuated from the PDS.

4. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to:

   a. Completion of tour,

   b. Transfer,

   c. Departure on RAT, or

   d. Voluntary separation.

5. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.

6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year:

   a. Including travel time, and

   b. Excluding days on duty or official travel status.

7. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.

8. Exceptions to the limitations in par. 7070-M are made through the Secretarial Process.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART B: MEDICAL RELATED TRAVEL

SECTION 3: OCONUS DEPENDENT MEDICAL CARE TRAVEL

MEMBERS ONLY

7105 OCONUS DEPENDENT MEDICAL CARE TRAVEL

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

B. Local Medical/Dental Care Not Available

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

a. Is accompanying the member and the member has been on active duty for more than 30 days; and

b Requires care not available in the member's OCONUS PDS area.

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

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

a. Emergency dental care,

b. Dental care provided at an OCONUS location, or

c. Dental care not covered by the dental plan.

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

Effective 1 October 2014
D. Transportation to and from a Medical and/or Dental Facility. When practicable, Gov't transportation should be used for transportation authorized by this par. When Gov't transportation is not available or its use is not practicable, dependent patients must be transported by:

1. Gov't procured commercial transportation,

2. Personally procured commercial transportation, or

3. POC.

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

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

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

Effective 1 October 2014
F. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, the Other Mileage Rate (see par. 2600) is paid for the distance traveled based on odometer readings, in addition to reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees.

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

1. The actual cost of dependent's lodging (including tax (NOTE), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location.

2. A newborn infant is authorized actual expense NTE one-half of the applicable daily locality M&IE rate. The allowances eligibility applies to each infant if multiple dependents are involved. See pars. 3005-I and 7105-E for infant(s) return transportation upon termination of hospitalization/medical/dental termination care.

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

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

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

Effective 1 October 2014
H. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in App G. Receipt requirements are the same as those in par. 2710.

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

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

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

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

*M. Accompanying Dependent Who Is Not an Attendant/Escort. If authorized, the dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. See par. 7195 for eligibility.

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART B: MEDICAL TRAVEL

SECTION 4: EMPLOYEE AND DEPENDENT MEDICAL TRAVEL

EMPLOYEES ONLY

***NOTE*: See Ch 7, Part A4 for Emergency Visitation Travel (EVT).**

7110 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS

***NOTE*: This par. is not applicable to the dependents of an employee stationed in a non-foreign OCONUS area (e.g., AL, HI, Guam, Puerto Rico).**

A. General

1. When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area (see App A1) are not able to accommodate an employee's/dependent's needs, transportation to another location may be authorized for appropriate medical/dental care.

2. If possible, medical travel should be scheduled with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel.

3. Required medical treatment that cannot be postponed until the employee's/dependent's next scheduled travel should be authorized as medical travel IAW subpar. C.

4. An eligible employee (assigned to a foreign OCONUS PDS) or a dependent (whose employee sponsor is assigned to a foreign OCONUS PDS), is authorized travel and transportation allowances for travel to and from another location incident to the employee/dependent obtaining required health care (whether or not the care itself is at Gov't expense) under the conditions and limitations in this Part.
5. See Ch 7, Part A4 for emergency travel and transportation for ***an employee*** due to incapacitating illness, injury, or a personal emergency situation while TDY.

B. Eligibility. An eligible individual is a dependent, an attendant/escort, and/or an accompanying family member who meets the following criteria.

1. Employee

a. An employee must be permanently assigned to a foreign OCONUS PDS.

b. An employee is eligible while performing foreign OCONUS PCS travel.

c. ***A locally hired employee, who does not have a service agreement, is not eligible for this travel.***

2. Dependent. The dependent:

a. Must reside with the employee at the foreign OCONUS PDS or be performing foreign OCONUS PCS travel.

b. Who boards at a foreign OCONUS school and otherwise resides with the employee at the foreign OCONUS PDS qualifies.

c. Infant born during the mothers' health care travel qualifies.

*3. Attendant/Escort. See par. 7140.

4. Accompanying Family Member. The AO may authorize/approve an employee's family member to travel with the dependent if the AO determines that

a. The family member is incapable of self-care at the PDS, and

b. No suitable care arrangements can be made at the PDS, and

c. The travel is in the Gov't's interest.

C. Required Health Care Determination. Required health care is medical or dental care that the AO determines is needed by an employee/dependent, stationed at a foreign OCONUS PDS, at which there is no adequate facility to provide suitable care. This determination must be based on the advice of an appropriate professional certifying physician.

D. Authorized Health Care

1. Medical Care. Qualified medical care is treatment that:

a. Must be completed before the next scheduled RAT, or EML (funded or unfunded) travel, and

b. Which, if delayed, could result in the condition becoming worse, and

c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

2. Dental Care. Qualified emergency and required dental care are defined as follows:

a. Emergency Dental Care. Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

b. Required Dental Care. Treatment that must be done before the next RAT or EML (funded or unfunded) travel and, if delayed, could result in a need for emergency dental care.

c. Orthodontic Care. Orthodontic care qualifies as required dental care when necessary for proper occlusion.

d. Periodontal Disease. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. Unauthorized Health Care. Examples of treatments that are not required health care are:

1. Medical Care: Elective treatment, routine medical examinations, and routine immunizations.

2. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. Designated Point. The designated point is:

1. The facility closest to the employee's PDS, as determined by the AO, at which suitable health care may be obtained, and

2. Based on the advice of an appropriate professional certifying physician.

7115 MEDICAL TRAVEL ADMINISTRATION

A. Applicable Regulations

1. Employees/Dependents Only. An employee/dependent performing medical travel in any capacity is governed by the JTR.

2. Members Only. Travel and transportation allowances for a member are governed by the JTR when serving as an attendant/escort as part of official duties.

3. Attendant/Escort. See par. 7205.

B. Travel Order. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, is used to authorize travel for medical reasons.

C. Funding. Health care travel expenses are charged to the employee's organization operating funds.

D. Excess Costs Agreement

1. Before the AO authorizes/approves travel to a location, other than the designated point, (elected by the employee) for required health care, the employee must agree, in writing, to pay/reimburse the Gov't's excess travel and transportation costs incurred by the employee/dependent, attendants/escorts, and accompanying family member(s).

2. The Gov't's cost is based on transportation costs to and from the designated point.

3. See par. 7135 for a sample excess cost agreement.

E. Other than Economy/Coach Accommodations. If other than economy-/coach-class accommodations are used, the requirements in par. 2110 must be met for full reimbursement.

7120 TRANSPORTATION

A. General

1. Health care transportation must be IAW Ch 2, except as otherwise provided in this Part.

2. AMC resources should be used when the AO:

a. Consults with an appropriate health care provider, and

b. Determines it suitable under the circumstances and reasonably available.

3. For AMC flight scheduling information see the USTRANSCOM Command Surgeon website.

4. After consultation with a professional certifying physician, the AO may authorize/approve necessary travel by private airline, ambulance service, or other specialized medical transportation provider.

B. Limitation. An eligible employee/dependent is authorized health care transportation from the foreign OCONUS PDS to the designated point and return to the PDS.

1. Travel to Other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the employee elects and executes an excess cost agreement IAW par. 7115-D.

2. Obstetrical Patients. An obstetrical patient may elect to travel to a/an:

a. CONUS/non-foreign OCONUS area, with transportation at Gov't expense authorized to the nearest CONUS POE; or

b. OCONUS location that is not the designated point if the employee elects and executes an excess cost agreement IAW pars. 7115-D and 7120-B1.

3. Dental Patients. An employee/dependent is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

7125 PER DIEM

A. General

1. TDY per diem is authorized for medical travel for a/an:

a. Employee/dependent, accompanying family member(s) and an attendant/escort, subject to the limitations in this par. and par. 7205, and

b. Member authorized as an attendant/escort, subject to the JTR and par. 7205.

2. See par. 4555-B3 for per diem when lodging with friends/relatives.

B. Maximum Number of Days. Subject to pars. 7190-C, 7190-D, 7190-E, 7190-F, and 7190-G, the AO may authorize/approve per diem for up to, ***but in no case for more than***, 180 consecutive days including:

1. Travel time to and from the designated point/elective destination, and

2. Necessary delays before treatment and while awaiting return transportation, and

3. Necessary outpatient treatment periods.

C. Elective Destinations. If an employee/dependent elects travel to other than the designated point, per diem may be authorized/approved for travel periods to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

D. Hospital Stays. Per diem is not authorized/approved for an employee/dependent during a hospitalization period.

E. Dental Care

1. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods in pars. 7190-B2 and 7190-B3 for dental patients may not be authorized/approved for more than:

a. 3 days for emergency dental care, and

b. 1 day for required dental care.

2. Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, require more time to complete emergency dental care.

F. Obstetric Care. An employee/dependent traveling for obstetric care ordinarily leaves the PDS 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

G. Newborn Infant. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at one-half the applicable locality rate.

H. Per Diem Rates. The applicable locality per diem rate applies. If the employee/dependent elects health care travel to a location other than the designated point, the per diem rate is NTE the rate for the designated point.

7130 EXCESS ACCOMPANIED BAGGAGE

The AO may authorize/approve excess accompanied baggage shipment for medical travel if necessary because of climatic factors, health care necessity, or other adequate reasons IAW par. 2302.

7135 SAMPLE EXCESS COST AGREEMENT

The following is a sample excess cost agreement required in par. 7115-D.

DoD Component Letterhead Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee's or /Dependent's Name:_____

has been determined to be: _____
(Designated Point)

I agree to pay/reimburse to the Gov't excess travel and transportation costs incurred by myself/my dependent, attendant(s)/escort(s), and/or accompanying family member(s) over what such travel to and from the designated point would have cost.

_____ _____
Employee's Signature Date

7140 ATTENDANTS/ESCORTS

A. Definition. See App A1.

B. Determination. An employee/dependent, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be any person who can provide the necessary assistance required by the employee/dependent.

C. Appointment. Any person may be appointed as an:

1. Attendant, by Medical Authority, or

2. Escort, by the AO,

to accompany an employee/dependent physically incapable of traveling alone.

D. Travel Allowances

1. Member as an Attendant/Escort. A member traveling as an attendant/escort is authorized JTR TDY travel and transportation allowances.

2. Employee as an Attendant/Escort. An employee is authorized travel and transportation allowances IAW the JTR.

3. Other Person as an Attendant/Escort. Another person designated to travel as an attendant/escort is:

a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the employee/dependent; and,

b. Authorized the same travel and transportation allowances as an employee IAW par. 7125.

E. Attendant/Escort Compensation Agreement

1. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member attendant/escort, including a professional health care provider, to provide for reasonable compensation in addition to travel and transportation allowances (including excess accompanied baggage shipment expenses) under par. 7170.

2. The compensation amount for a nonprofessional attendant/escort is NTE the prevailing rate in the locality for the type of services rendered.

3. A professional health care provider attendant/escort ordinarily is unnecessary on AMC medical evacuation flights.

F. Attendant/Escort Per Diem

1. In addition to per diem for travel periods, an attendant/escort is authorized up to 3 days per diem after arrival at the treatment site to:

a. Consult the treating health care providers, and

b. Arrange return travel.

2. In extraordinary cases, the AO may authorize/approve longer periods of per diem only for a non-health care professional attendant/ escort, who is the employee's/dependent's family member if the attendant/escort's presence is necessary for:

a. The employee's/adult dependent's treatment regimen, or

b. A minor dependent when required to resolve medical/legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

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

7145 SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL

A. Eligibility. DSSR 262.4a (1) and (2) provide limited eligibility for Voluntary SMA when an eligible dependent is undergoing medical treatment away from the foreign OCONUS PDS. The employee can request Voluntary SMA on the eligible dependent's behalf for as short a period as 30 days (without the change of election provisions restriction of DSSR 264.2(2)) for only the following reasons: (1) when adequate medical facilities are not available in the OCONUS PDS area for pre and post natal care; or (2) when the eligible dependent is detained in CONUS or a non-foreign OCONUS area awaiting medical clearance.

B. Restrictions. SMA is not paid on behalf of a dependent when the dependent is hospitalized at Gov't expense, or for the same period for which per diem is paid.

C. Payment Authority. SMA payment regulations are in DSSR, section 260.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART C: DEPENDENT STUDENT TRAVEL

SECTION 1: MEMBERS ONLY

7150 DODEA STUDENT ACTIVITY TRAVEL

A. Travel Authority. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

B. Activity Determination

1. The Director, DODEA, or designee determines appropriate activities.

2. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

C. Per Diem Not Authorized. ***Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.***

7155 DEPENDENT STUDENT TRAVEL OF A MEMBER

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or

2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

1. Authorized transportation is:

a. Transportation in kind,

b. Transportation reimbursement (par. 5074-B2), or

c. A MALT (par. 5074-B3).

2. Gov't owned/Gov't procured transportation on a space required basis should be used when possible.

3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Travel of a DoDEA Student With Disabilities for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

a. A student diagnosis/evaluation under DoDI 1342.12 for tuition free DoDEA students with disabilities, and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel for a member in Ch 4.

b. Parent/Guardian is an Employee. Reimbursement is IAW TDY travel for an employee in Ch 4.

c. Parent/Guardian is Not Gov't Employed. Reimbursement is IAW TDY travel for an employee in Ch 4.

d. Student. Reimbursement is IAW TDY travel for an employee in Ch 4.

E. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar.

a. Formal education (37 USC §430(f)) is:

(1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);

(2) An undergraduate college education;

(3) A graduate education pursued on a full time basis at an institution of higher education (see 20 USC §1001 for the meaning of "institution of higher learning"); and

(4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see 20 USC 1002(c) for the meaning of "postsecondary vocational institution"). Post-secondary education includes a full-time program at an accredited:

(a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or

(b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

NOTE: The definition of "DoDEA school" in par. 7155-D1b does NOT apply to this subpar.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in App A1, who is under age 23 and:

(1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and

(3) Meets the conditions in par. 5074.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Gov't expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

(1) Permanently stationed OCONUS; and

(2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location).

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. 7155-E does not apply to a member:

a. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

c. Assigned to a PDS/ship home ported in Alaska or Hawaii who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Gov't for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

a. General. When AMC service is:

(1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.

*(2) Not reasonably available, Gov't procured air transportation (from a TMC) for the transoceanic travel portion is used.

b. Travel Performed at Personal Expense

(1) AMC Service Available. ***Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***

*(2) AMC Service Not Available. Reimbursement (limited to the amount the Gov't would have paid for TMC provided Gov't procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. Gov't Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (App A1) over the direct route between the origin and destination.

*d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly TMC provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

*a. Overland travel should be by TMC provided Gov't procured transportation, or, if a TMC is not available at personal expense on a reimbursable basis.

*b. TMC provided Gov't procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

*c. Whenever TMC provided Gov't procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Gov't for TMC provided Gov't procured transportation between authorized points.

*d. When a POC is used, mileage (par. 2600) is authorized. The mileage amount paid cannot exceed the Gov't's cost had TMC provided Gov't procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. 4780, as appropriate.

f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs. may be transported ICW each authorized trip between the school and the member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 lbs.) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

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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 (***TMC 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 2: TRAVEL ICW THE DEATH OF AN /EMPLOYEE/DEPENDENT (FTR Ch 303, Part 303-70)

EMPLOYEES ONLY

See Ch 7, Part A3 for Emergency Visitation Travel (EVT).

7265 GENERAL

A. DoD Component Responsibility. Each DoD Component must provide assistance in arranging, and must pay the expenses for, the preparation (par. 7280) and transportation (par. 7285) of the remains of:

1. An employee who dies while:

   a. On official travel or on a TDY assignment, or

   b. Performing official duties outside CONUS, or

   c. Absent from duty IAW par. 7275-B, or

   d. Reassigned away from the HOR under a mandatory mobility agreement executed as a condition of employment ,or

   Effective 6 January 2014
   e. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or

   f. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541);

2. A dependent who dies while residing:

   a. With an employee performing official duties outside CONUS, or

   b. Away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and

3. Transportation costs to return the deceased employee's and surviving dependents' baggage, HHG, and POV to the employee's official station or actual residence while assigned:

   a. To perform official duties outside CONUS, or

   b. Away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

Effective 6 January 2014
4. Transportation costs of dependent, baggage, HHG, and POV to the former actual residence or alternate residence when an employee dies while:

   a. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or

b. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541).

B. Application. This Part applies whether or not the:

1. Employee's death is work related, and

2. Employee is serving under a service agreement, including a locally hired employee at an OCONUS PDS.

C. Operational Requirements. The transportation procedures for the remains of a deceased employee and/or a deceased dependent(s) is established by the:

1. DoDD 1300.22, Mortuary Affairs Policy, and

2. DTR

a. DTR, Part VII, Ch 701 , and

b. DTR, Part VII, Ch 702, and

3. Sponsoring Service/Agency Regulations.

7270 RESPONSIBILITY

A. General. A commander, or the commander's designee, upon being informed of the death of an employee covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the allowances under this Part;

2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs ICW par. 7265-A1; and

3. Provide necessary assistance for the return of the decedent's dependent's baggage, HHG and POV IAW par. 7265-A3.

B. Applicable Regulations. Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

7275 DEATH RELATED EXPENSES

A. Death Related to Official Duty Performance. When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the U.S. Department of Labor, Division of Federal Employees' Compensation (DFEC), 200 Constitution Avenue, NW, Washington, DC 20210-0002 or ***http://www.dol.gov/esa/owcp/contacts/fecacont.htm***.

B. Death During an Absence from Duty. Death related expenses must be paid for an employee who dies while on leave or on a non-workday while on TDY or assigned at an OCONUS PDS. Payment is NTE the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

7280 PREPARATION OF REMAINS

A. Employee

1. Preparation of Remains. The DoD Component must pay all actual costs including:

a. Embalming or cremation;

b. Necessary clothing;

c. Casket or container suitable for shipment to burial place;

d. Expenses necessary IAW local laws at the POE in the U.S.; and

e. Similar expenses.

2. Transportation of Remains. The DoD Component must pay all actual costs involved in the transportation of remains by common carrier (ordinarily used for transportation of remains), hearse, other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including:

a. Movement from place of death to a mortuary and/or cemetery;

b. Shipping permits;

c. Outside case for shipment and sealing of the case, if necessary;

d. Removal to and from the common carrier;

e. Ferry fares, bridge tolls; and

f. Similar expenses.

3. Limitations

a. Costs for an outside case are not authorized when transportation is by hearse.

b. Transportation costs by hearse or other means is NTE the common carrier cost ordinarily used for transportation of remains.

c. Transportation costs to burial place is NTE transportation costs to the actual residence.

B. Employee's Dependent

1. General. When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD Component concerned must furnish mortuary services and supplies on a reimbursable basis when:

a. Local commercial mortuary facilities and supplies are not available; or

b. The commander determines that the cost of available mortuary facilities and supplies is prohibitive.

2. Reimbursement. Reimbursement for the cost of mortuary services and supplies furnished under par. 7280-B1 are collected and credited to current appropriations available for the payment of these costs.

7285 TRANSPORTATION

A. Remains of Employee. When an employee dies while performing official TDY anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the actual residence under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS, whichever is more distant.

B. Remains of Employee's Dependent. When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD Component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, and it is approved by the commander or designee, expenses paid are NTE the cost of transportation to the dependent's actual residence. ***Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.***

C. Dependent(s), Baggage and HHG -- Employee TDY, OCONUS PDS, or Away from HOR on Mandatory Mobility

1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par. 7265-A1. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed or were to be performed, by the most direct route to the decedent's actual residence or to any other place the commander concerned or designee designates. ***The Gov't's cost is NTE the transportation cost to the deceased employee's actual residence.***

b. Time Limitation. Travel of the dependent(s) and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

Effective 6 January 2014
c. Dependent and HHG Transportation. Except for the limitation imposed in par. 7285-C1b, dependent and HHG transportation under this Part is provided to the same extent as in par. 5572, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days may be authorized.

2. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG except under par. 7285-D. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependent(s).

3. Baggage

a. The DoD Component must pay transportation costs to return Gov't property and the deceased employee's personal baggage to the employee's PDS or actual residence.

b. ***Expenses for POC baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.***

c. ***Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.***

4. POV

a. OCONUS. Transportation of a POV may be authorized:

(1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and

(2) At Gov't expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and

(3) When established that the POV at the OCONUS PDS was in the Gov't's best interest.

b. CONUS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize the return shipment expenses for the POV when established that the POV was authorized and its presence CONUS was in the Gov't's best interest (66 Comp. Gen. 677 (1987)).

Effective 6 January 2014

D. Dependent(s), Baggage and HHG – Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties

1. Contingency. Cost of transportation of a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved when an employee dies on or after 28 January 2008:

a. While performing official duties at an OCONUS location;

b. Within the AOR of the CDR of USCENTCOM; and

c. In direct support of or directly related to a military operation, including a Contingency Operation (App A) or an operation in response to an emergency declared by the President.

2. Law Enforcement. Cost of transportation of a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or approved alternate residence when a law enforcement officer as defined in 5 USC §554 dies on or after 9 June 2010:

a. As a result of personal injury sustained while performing law enforcement duties; and

b. Is either on TDY or at the current PDS.

3. Authorized Expenses. When the dependent(s chooses to relocate to the former actual residence or alternate residence as approved by the commander concerned or the commander's designee, the following expenses must be authorized:

a. Transportation of dependents;

b. HHG transportation NTE 18,000 lbs.;

c. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days; and

d. POV transportation costs associated with returning a POV from the:

(1) TDY location to the employee's PDS, if the agency had authorized the use of the employee's POV at the TDY location as advantageous to the Gov't's; or

(2) OCONUS PDS to the employee's former actual residence or alternate destination as approved by

the agency, if employee's POV was authorized at the OCONUS PDS.

4. Time Limitations. Travel of the dependents(s) and POV and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

7290 PER DIEM TERMINATION

Authorized per diem terminates at the end of the calendar day on which an employee dies. All travel advances in excess of the earned per diem may be collected.

7295 ESCORT(S) FOR EMPLOYEE REMAINS

A. Authorization. Escort(s) for an employee's remains may be authorized when an employee's death occurs ICW par. 7265-A1a, b, and d.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. IAW Ch 4, round-trip travel expenses for the escort(s) of the employee's remains may be authorized from/to any place appropriate for burial as determined by the AO.

D. Escort Travel

1. Gov't Employee. If an authorized escort is a Gov't employee:

a. A TDY order must be issued for travel and transportation at Gov't expense, and,

b. Transportation must be arranged IAW par. 2400.

2. Other than Gov't Employee. If an authorized escort is not a Gov't employee:

a. An ITA should be issued for travel and transportation at Gov't expense IAW App E and App I3, par. G, and,

b. Transportation

*(1) Should be provided by the AO through a TMC, or

(2) If justified, the least expensive unrestricted ***economy/coach*** transportation may be arranged directly with the common carrier.

3. Separate Travel. Family members traveling together as escorts should not be separated.

7300 PCS EXPENSES

A. PCS Payment to the Employee's Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for an employee's dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee's PCS order when an employee dies:

1. While in transit to a new CONUS PDS.

2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. 7300-A, the following expenses must be authorized:

1. Travel to the new PDS;

2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;

3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;

4. HHG transportation and POV shipment to:

   a. The new PDS,

   b. The old PDS, or

   c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;

5. HHG SIT for NTE 90 days; and

6. Reimbursement of real estate expenses incident to the PCS.

7305 PAYMENT OF EXPENSES

A. General

1. Allowable expenses may be paid:

   a. Directly to the person performing the services, or

   b. By reimbursement to any person making the original payment.

2. Claims for reimbursement must be supported by required receipts.

3. Payment should be made IAW financial management procedures.

B. Payment Prohibition when Other Laws Apply

1. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.

2. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (App A1):

1. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. 7285;

2. Presentation of a U.S. flag to the employee's next of kin;

3. Presentation of a flag equal to the flag presented in par. 7305-C2 to the employee's parents(s), if the person to be presented a flag under par. 7305-C2 is other than the employee's parent.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART G: COURIER TRAVEL

7310 TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

A. Travel and Transportation Allowances. Except as noted in this par., all travel and transportation allowances, for couriers, are the same as for TDY.

*B. Transportation. If practicable, a courier must use an available TMC, and Gov't procured transportation for necessary 'other than economy/coach' accommodations in pars. 3525 and 3650. Otherwise, reimbursement is for all personally procured transportation and 'other than economy/coach' accommodations (with the required documentation per par. 2200-A on an actual cost basis (including tax).

C. Documentation

1. Documentation authorizing/approving 'other than economy/coach' accommodations required in par. 2100-A must be included in/with the order.

*2. If a TMC and/or Gov't procured transportation was not used, the claim must explain why, and be accompanied by the receipt or an acceptable statement indicating the amount paid, if $75 or more.

3. If an explanation, receipt/statement, and 'other than economy/coach' authorization/approval are not furnished, reimbursement is limited to the cost of the policy constructed airfare (App A1).

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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 (***TMC 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. 7315-B1b 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 H: TRAVEL ICW A WOUNDED/ILL MEMBER OR EMPLOYEE

SECTION 2: TRAVEL TO VISIT A WOUNDED/ILL EMPLOYEE

EMPLOYEES ONLY

7322 TRAVEL TO VISIT A WOUNDED/ILL EMPLOYEE

A. General

1. Purpose. Allows for up to three designated individuals (see par. 7322-C) to be authorized travel to the bedside of an employee who is seriously wounded or becomes critically ill while on official duty at an unaccompanied duty station (see par. 7322-B) and is subsequently medevac'd to another medical facility.

2. Restrictions

a. The employee must be hospitalized and the treating physician must determine that the designated individual's presence is medically necessary or required for the employee's health and welfare during the emergency period.

b. Per diem authority must not exceed 30 days at the hospital plus travel time to and from the hospital.

3. Legal Authority. 10 USC §1599b; 22 USC §4081 and allowances must be similar to allowances in 3 FAM 3740 of the State Department regulations.

4. Funding. Expenses are the responsibility of the employee's command.

B. Criteria for Authorization

1. Must be major medical cases with serious implications.

2. The injury or illness must either be seriously life threatening or have a high probability of resulting in permanent life changing condition.

C. Definitions

1. Unaccompanied Duty Station. An unaccompanied duty station is a permanent station that dependents are not authorized to accompany the employee. Additionally, a TDY location in an area designated by SECDEF as a combat operation or a combat zone qualifies.

2. Designated Individual. A designated individual:

a. Is a person designated by the employee whose presence may contribute to the employee's health and welfare during the employee's inpatient treatment. Or in the case of an employee who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon.

b. Ordinarily, is the employee's dependent, but may be the employee's other family member (parents/guardians, siblings, and non-dependent children). Also may be any other individual who may hold a medical power of attorney in order to make medical decisions for the employee.

c. May:

(1) Serve as surrogate, if legally applicable, to an employee who has become medically incompetent,

(2) Provide support to an employee whose condition has a choice of treatments, each with its own set of considerations or risks, or

(3) Provide personal comfort and support.

D. Limit on Number of Travelers. Ordinarily, not more than three designated individuals may be provided travel and transportation allowances under this paragraph as determined by the Secretarial Process. The Secretarial Process may authorize/approve travel and transportation allowances for more than three designated individuals only when the number of dependent children plus the spouse exceeds this limitation. See par. 1015-C for claims and App E1, par. A2q for ITA authority.

E. Transportation

1. Transportation-in-kind.

*2. Reimbursement for the cost of personally procured commercial transportation NTE the cost of Gov't procured commercial air transportation. ***TMC use is still MANDATORY.***

3. Authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo).

Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. The rules in Chapter 3 on commercial air transportation apply (e.g., coach class, U.S. certificated carrier, city pair fares).

F. Per Diem. When a designated individual is authorized a round-trip to and from a hospital at Gov't expense per diem may be paid for travel to the medical facility, while at the hospital visiting with the seriously wounded or ill employee (for up to 30 days), and for return travel to the designated individual's home.

G. Reimbursable Expenses. The reimbursable expenses except baggage expenses listed in App G incurred incident to travel under this paragraph may be reimbursed. Receipt requirements are the same as those in par. 2710. ***There is no authority to reimburse for excess or unaccompanied baggage expenses.***

H. Order. An ITA is used to authorize travel and transportation allowances.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART J: TRAVEL ICW ATTENDANCE AT YELLOW RIBBON EVENT

Effective for travel on or after 12 April 2011

7350 ATTENDANCE AT YELLOW RIBBON EVENT

A. General. Ordinarily, not more than two individuals designated by (par. 7350-B) a member authorized to attend a Yellow Ribbon Reintegration Program (***DoDI 1342.28***) event may be provided transportation and per diem under par. 7350 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than two designated individuals in circumstances determined to be appropriate by the Service Concerned. See par. 1015-C for claims and App E1, par. A2t for ITA authority.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence at the Yellow Ribbon event may contribute to the purpose of the event for the member. If the designated individual is a:

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 regulation used by the travel-funding agency or department. 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. 7350-C, 7350-D, and 7350-E.

2. The member must designate individuals in writing and may change any or all of the designated individuals at any time. However, only two designated individuals may attend each separate trip event unless the Secretarial Process authorizes/approves more than two.

C. Transportation

1. Round-Trip Transportation. One, or a combination, of the following round-trip transportation services between the designated individual's home and the Yellow Ribbon event location may be provided:

a. Transportation-in-kind;

*b. Reimbursement for the cost of personally procured commercial transportation (***TMC use is still MANDATORY***) NTE the cost of Gov't-procured round-trip air travel;

c Automobile mileage rate (par. 2600) for the official distance traveled by POC.

2. Gov't/Gov't-Procured Transportation. Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel.

3. Reimbursement

a. Reimbursement in par. 7350-C2 is subject to:

(1) Par. 5074-B2 for land travel, and

(2) Par. 5082 for transoceanic travel.

b. 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).

c. When travel is by POC, only the POC operator is authorized allowances in par. 7350-C3.

D. Per Diem. A per diem allowance or AEA, (Ch 4, Parts B or C), for the allowable travel time, computed under par. 3025, is authorized for travel to, from, and while at the Yellow Ribbon event for travel under par. 7350.

E. Reimbursable Expenses. Reimbursable expenses incurred incident to travel under par. 7350 may be reimbursed (see App G). Receipt requirements are in par. 2710.

F. Funds Advance. An allowance under par. 7350 may be paid in advance IAW par. 2300.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART K: RESERVE COMPONENT (RC) TRAVEL

MEMBERS ONLY

7355 ACTIVE DUTY WITH PAY (48 Comp. Gen. 301 (1968))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, ***and***

2. With pay, ***and***

3. Under an order that provides for return to primary residence or PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are ***not authorized*** for travel between the primary residence and the place of active duty when:

a. Both are in the corporate limits of the same city/town;

b. The member commutes daily between primary residence and the place of active duty; or

c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. 2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. 7355-B1b and 7355-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. 2600) for one round trip between the duty station *and*:

a. Primary Residence,

b. Place of unit assignment, or

c. Place from which called (or ordered) to active duty (NTE cost for travel between the duty station and primary residence).

3. Actual Expense Allowance Authority

*a. Circumstances. ICW par. 7355-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and Gov't Qtrs and/or a Gov't dining facility are unavailable.

b. Authority. The member is authorized AEA for all meals and Qtrs (par. 4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. 7355-E, for a:

*a. Member performing AT when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't

dining facility are available;

*b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility are available;

*c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a Gov't dining facility and Gov't Qtrs (other than temporary lodging facilities) are available; or

d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

a. An RC member performing ADT, who is not authorized per diem/AEA, may be:

(1) Reimbursed for lodging service charges when transient Gov't housing is occupied, or

(2) Provided lodging in kind.

b. ***Reimbursement for other than service charges for Gov't Qtrs use (App A1) is not authorized.***

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:

a. From the place the order is received/addressed to the place of physical examination (whichever is less), ***and***

b. As directed in the order:

(1) Return to the place the order is received/addressed, ***or***

(2) Proceed to the new PDS, ***or***

(3) Return to the place the order is received/addressed and then proceed to the new PDS.

2. Authorized Travel. Travel required ICW these examinations is IAW par. 7355-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances when a Member Does Not Commute

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when the ADT period is fewer than 140 days ***at any one location*** (except par. 2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations. The member's primary residence shall be used to determine eligibility for travel and transportation allowances except as in par. 7355-B1. The RC member may begin travel from a location other than the primary residence. If the RC member begins travel from a PLEAD other than the primary residence, transportation allowances are

authorized from the PLEAD to the duty location, but NTE the cost of transportation between the member's primary residence and duty location, and return to the PLEAD or primary residence.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days ***at any one location*** (except par. 2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

(1) At the training location except when par. 7355-B or par. 7355-C applies; and

(2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

(1) At the training location when the duty is for 140 or more days at one location, or

(2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

****Gov't Qtrs and/or Gov't dining facility availability does not change this determination.***

3. Extension Examples. See par. 2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances when a Member Does Not Commute

a. 180 or Fewer Days

(1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days ***at any one location*** (except par. 2240) including duty at multiple locations provided duty is 180 or fewer days at all locations. The member's primary residence shall be used to determine eligibility for travel and transportation allowances except as in par. 7355-B1. The RC member may begin travel from a location other than the primary residence. If the RC member commences travel from a PLEAD other than the primary residence, transportation allowances are authorized from the PLEAD to the duty location, but NTE the cost of transportation between the member's primary residence and duty location, and return to the PLEAD or primary residence.

(2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days ***at any one location***.). This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

(1) At the duty location except when par. 7355-B or 7355-C applies; and

(2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is ***not*** payable:

(a) At the duty location when the duty is for more than 180 days at one location, except as in pars. 7355-F2b(2) and 7355-F3, or

(b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. 2230-C for non-training active duty TDY exception.

****Gov't Qtrs and/or Gov't dining facility availability does not change this determination.***

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA for the duty location are paid IAW par. 9145 or 10428) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

(a) Unusual circumstances,

(b) Emergency circumstances,

(c) Contingency Operations, or

(d) Exigencies of the Service concerned,

3. Time Limitations. See par. 2230.

4. Extension Examples. See par. 2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. 7355-E2b(1).

7360 ACTIVE DUTY WITHOUT PAY

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (10 USC §10216) on leave from technical employment and performing active duty without pay (5 USC §6323(d)) outside the U.S.

C. Others. Except as in par. 7360-B, an RC member who performs duty without pay (par. 7355) may be authorized/approved to receive:

1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or

2. Reimbursement for occasional meals and/or Qtrs (par. 4230).

The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 Comp. Gen. 319 (1966)).

7365 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. 7365:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.

2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. 2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

a. IDT at the:

(1) Training duty station,

(2) Drill site,

(3) Assigned unit city/town location,

(4) Local area of the assigned unit or home, or

b. Travel between home and the:

(1) Assigned unit (except in par. 7365),

(2) Unit training assembly place, or

(3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

(1) Training duty station,

(2) Drill site, and/or

(3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x $.575/mile = $11.50.

Example 2: A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National

Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x $.575/mile = $9.20.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example**:** A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station.

Example: A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location G (TDY location) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is ***not authorized*** travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance ***from the assigned unit*** to the alternate site minus the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x $.575/mile = $8.05.

F. Reimbursement of Service Charges for Transient Gov't Housing Use

1. An RC member who occupies transient Gov't housing (while performing IDT ***with pay***) and is not authorized per diem/AEA, may be:

a. Reimbursed for lodging service charges, or

b. Provided lodging in kind.

2. Reimbursement for other than service charges for Gov't Qtrs (App A1) use is not authorized.

7370 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. 7365.

2. An RC member who occupies transient Gov't housing (while performing IDT ***without pay***) and is not authorized per diem/AEA, may be:

a. Reimbursed for lodging service charges, or

b. Provided lodging in kind.

3. Reimbursement for other than service charges for Gov't Qtrs (App A1) use is not authorized.

7375 SROTC MEMBER

A. Applicability. Par. 7375 applies to a designated SROTC applicant and member appointed under 10 USC §2104 and 10 USC §2107.

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B. Advanced Training (10 USC §2104)

1. Transportation for Field or At Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at sea training site.

2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. 7375-B3 and 7375-B4) for travel to and from Installations:

a. For medical/other examinations,

b. To observe military functions/operations, or

c. For other observations deemed appropriate by the Service concerned.

3. Transportation and Meals. Gov't/Gov't procured transportation and Gov't supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. 7375-B1 or 7375-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

(1) Home and the nearest appropriate public transportation terminal, and

(2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. 7375-B1 or 7375-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of Gov't procured transportation plus Gov't supplied meals for travel between the authorized points (minus the cost of any Gov't procured transportation and/or Gov't supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under 10 USC 2104 (53 Comp. Gen. 957 (1974).

*7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Gov't Qtrs or dining facility are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/Qtrs is IAW par. 4230.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part A PCS allowances.

b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.

c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

*a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. 7650) for TDY, except while performing field or at sea training and both Gov't Qtrs (other than temporary lodging facilities) and Gov't dining facility are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at sea training and return.

*b. For par. 7375-C, a Gov't dining facility is a facility designated for use by officers except when other dining facilities have been designated for use by the SROTC member.

c. Automobile mileage (par. 2600) may be paid before a member departs from the field/at sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part A PCS allowances for travel from the educational institution to the authorized home, or military station, or

b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

1. A member appointed under 10 USC §2104 and10 USC §2107, ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part A PCS allowances.

2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

7380 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/ dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;

2. On IDT;

3. On funeral honors duty;

4. Traveling directly to or from the place where the member performs or has performed the duty in pars. 7380-A1 through 7380-A3; or

5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

7385 FUNERAL HONORS DUTY (10 USC §12503 or 32 USC §115)

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Ch 3 and Ch 4 TDY travel and transportation allowances.

7390 COLA AND HOUSING ALLOWANCES

A. COLA. See par. 9145.

B. Housing Allowances. See par. 10428.

7395 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.

2. For par. 7395, 'outside the local commuting distance' is defined as the local travel area under par. 2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. 7395-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;

2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or

3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force

structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed (37 USC 452(b)(9)***, NTE a total of $300 for each round trip***(37 USC §478a(c)).

1. Transportation

a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.

b. POC Transportation. The Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

2. Lodging and Meals

a. Meals. The actual cost of the member's meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

(1) The actual cost of the member's lodging (including tax, and service charges) may be reimbursed up to the per diem rate for the area concerned.

(2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (App G).

(3) The locality per diem lodging ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

Effective 2 August 2013
7400 SELECTED RESERVE LIMITED PCS ALLOWANCES

A. General. A member is authorized travel and transportation allowances in par. 7400-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's primary residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned);

a. During the preceding three years,

b. Between 1 October 2012 and 31 December 2018, and

c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, ***and***

2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this paragraph only once.

2. Authorized Allowances. A member is authorized ***only*** the following PCS travel and transportation allowances between the member's primary residence and duty station.

a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part A are authorized.

b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part A for dependents.

c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part A.

3. Allowances Not Authorized

a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from primary residence to duty station.

b. DLA. DLA is not authorized.

c. TLE. TLE is not authorized.

D. Advance. These allowances may be paid in advance.

7405 ALLOWANCE SUMMARY TABLES

These tables are for informational purposes only. Actual allowances are in Ch 7, Part K.

A. RC Personnel on Active Duty with Pay (Table 7-K1). See footnote **1**

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) **6**	Ch 3 applies	*Not authorized if Gov't Qtrs & dining facility are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	*Not authorized if Gov't Qtrs & dining facility are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the Gov't city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	*Not authorized if Gov't Qtrs and dining facility available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. 4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part A applies	Ch 5, Part A applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. 2240-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

TABLE 7K-1 FOOTNOTES:

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay, except for a periodic physical for a member on the TDRL (par. 7080).

2/ Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.

3/ An RC member may not be paid for commuting from home to duty--only one round trip may be paid.

4/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.

5/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

***6**/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs and dining facility are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

B. RC Member on Active Duty without Pay (Table 7K-2)

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or Qtrs may be authorized for travel days only. Par. 4230.

TABLE 7K-2 FOOTNOTES:

1/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.

2/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

C. Inactive Duty Training (IDT) with/without Pay (Table 7K-3). See footnotes **1** and **2**

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located **3**	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

TABLE 7K-3 FOOTNOTES:

1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.

2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.

3/ Par. 7365 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

D. Senior Reserve Officers Training Corps Member (Table 7K-4). See footnotes **1** and **2**.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Gov't conveyance or Gov't procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. Gov't prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. 4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Gov't procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. 7650 applies	Par. 7650 applies	Does not apply while at a location performing field training or at sea training when both Gov't Qtrs and meals are available

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part A applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part A applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part A applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part A applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part A applies	Ch 5, Part A applies	From home or place ordered to active duty to the first PDS via any TDY en route

TABLE 7K-4 FOOTNOTES:

1/ Per diem is ***not*** authorized for a member or a designated applicant appointed under 10 USC §2104 -- SROTC advanced training member.

2/ Per diem may be authorized for a member and/or a designated applicant appointed under 10 USC §2107 -- SROTC cadets and midshipmen in the Financial Assistance Program.

E. Miscellaneous (Table 7K-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is IAW DoD FMR, Volume 7A, par. 580105.A	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. DoD FMR, Volume 7A, par. 580105.A for the effective rate.

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. 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-C2), or

(2) Construction location and future home port, or location where dependents reside (par. 7615-C3).

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.

D. 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't auto should be used, if available; or

(2) If a Gov't auto 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 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 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 Gov't dining facility 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 Gov't dining facility 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 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 *unaccompanied* spouse/domestic partner, or other *unaccompanied* family member may receive:**	**An *accompanied* 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. A2l 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.

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CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

MEMBERS ONLY

Paragraph **Title/Contents**

PART A: DEFINITIONS

9000 DEFINITION OF TERMS AS USED IN CHAPTER 9
A. Member with Dependents
B. Member without Dependents
C. Station Allowances
D. Vicinity
E. Gov't Dining Facility and Gov't Qtrs
F. Command-sponsored Dependent

PART B: COST-OF-LIVING ALLOWANCE (COLA)

9100 COLA
A. Purpose
B. Allowances Payable
C. COLA Calculation
D. COLA Unique Expenses

9105 COLA START/STOP
A. Start
B. Stop

9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

9115 COLA FOR A MEMBER WITHOUT DEPENDENT
A. Reduced COLA
B. Gov't Dining Facility Availability
C. Leave Periods

9120 NON-COMMAND-SPONSORED DEPENDENTS IN PDS VICINITY

9125 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENT

9130 COLA FOR A MEMBER WITH DEPENDENT
A. General
B. Home Port Change
C. PCS Order Amendment Changes the PDS

9135 GEOGRAPHIC COLA LOCATIONS

9140 COLA REPORT SUBMISSION

Paragraph **Title/Contents**

9145 **COLA FOR AN RC MEMBER**
A. General
B. Called/Ordered to Active Duty for More Than 30 days
C. Called/Ordered to Active Duty for Less than 31 Days

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION C1: GENERAL

9150 **GENERAL**
A. Purpose
B. Implementation
C. OCONUS TLA Authority Responsibilities

9155 **GENERAL TLA PAYMENT CONDITIONS**
A. TLA Authority
B. Non-Occupancy
C. TLA Periods
D. Unaccompanied Tour
E. Multiple Allowances

9157 **ADVANCE PAYMENT**

SECTION C2: INITIAL ASSIGNMENT

9160 **INITIAL ASSIGNMENT**
A. General
B. TLA Start when Authorized MALT Plus Flat Per Diem
C. TLA Start when Authorized Per Diem (Ch 4, Part B)
D. TLA when a Member Arrives before a Dependent
E. Dependent Arrives at or in the OCONUS PDS Vicinity before the Member
F. Home Port Change
G. Dependents' Delayed Departure Authorized/Approved by the Secretarial Process
H. TLA during Hospitalization Period
I. Additional TLA Period
J. TLA Stop

SECTION C3: TLA UNDER SPECIAL CONDITIONS

9165 **TLA UNDER SPECIAL CONDITIONS**
A. Member Must Vacate Established Permanent Gov't Quarters/Private Sector Housing/Privatized Housing in the PDS Vicinity
B. Deployment Period while away from PDS
C. TLA when Tour Is Converted
D. Member Acquires Dependent(s)
E. PCS Order Cancelled/Revoked

Paragraph **Title/Contents**

SECTION C4: TLA UPON DEPARTURE

9170 TLA UPON DEPARTURE
- A. General
- B. Dependents Depart before the Member
- C. Delayed Departure
- D. Early Permanent Housing Termination
- E. Member Detaches from a Ship away from Home Port
- F. Period of TDY/Deployment while Away from Old PDS
- G. TLA Authorization before PCS Order Issuance
- H. TLA Authorization during a Hospitalization Period

SECTION C5: MISCELLANEOUS CONDITIONS

9175 LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA
- A. Leave or Permissive Travel in the PDS Vicinity
- B. Leave or Permissive Travel Away from the PDS Vicinity

9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY
- A. General
- B. New PDS within Commuting Distance

9182 TLA FOR A RESERVE COMPONENT MEMBER

SECTION C6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES
- A. General
- B. Temporary Lodging Not Available at PDS
- C. Temporary Lodging Furnished by a Gov't Contractor
- D. Temporary Lodging Occupied in Facilities Under Gov't Jurisdiction
- E. General TLA Computation
- F. TLA while Gov't Qtrs Are Being Renovated, or if Gov't Qtrs Lack/Private Sector Housing Lacks a Stove and/or Refrigerator
- G. Temporary Qtrs Contain Facilities for Preparing and Consuming Meals
- H. TLA Computation Examples

SECTION C7: TLA – SPECIAL

9195 TLA – SPECIAL
- A. General
- B. Requirements
- C. Submission Process
- D. Limitations
- E. TLA Examples

Paragraph **Title/Contents**

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Delayed Travel
B. Member Assigned to Duty Aboard a Two Crew Nuclear Submarine
C. Fractional COLA for Member-without-Dependents

9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General
B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS
C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty
D. Member's PDS Declared an Unaccompanied Tour Area
E. Entry Permission Withdrawn while Dependents Are en Route
F. Subsequent Reassignment to an Accompanied Tour Area
G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station
H. Dependents Relocate from a Designated Place at Personal Expense

9210 STATION ALLOWANCES WHEN MEMBER MARRIED TO MEMBER COUPLE

A. When Separate Households Are Maintained
B. COLA when a Joint Household Is Maintained

9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

A. A Member with Command-Sponsored Dependents
B. A Member with Non-Command Sponsored Dependents

9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS

A. Advance Travel
B. Delayed Travel
C. Deferred Travel
D. Other Circumstances
E. Assigned to Gov't Qtrs

9225 STATION ALLOWANCES FOR FOREIGN-BORN DEPENDENTS EARLY RETURNED

9230 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances
B. Maximum Allowances
C. UN Mission Per Diem Reduction Not Authorized
D. Other Paragraphs

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

MEMBERS ONLY

9000 DEFINITION OF TERMS AS USED IN CHAPTER 9

A. Member with Dependents. In Ch 9, a member who:

1. Is authorized to have dependents reside at/in the member's OCONUS PDS vicinity, and whose dependents do so reside, or

2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to a member whose PDS is in a non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or

3. On the PCS order effective date had a member spouse who was later released from active duty, or separated/ retired from the Service, and remained in the vicinity of the first member's former PDS.

NOTE: A member is authorized COLA for all command sponsored dependents (including a Federal employee spouse/child who is eligible for a post allowance in his or her own right).

B. Member without Dependents. In Ch 9, a member without dependents means a member:

1. Who has no dependents, or

2. Whose dependents do not reside at/ in the PDS vicinity, or

3. Who is not a "member with dependents" under par. 9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or

4. Who has non-command sponsored dependents residing at/in the PDS vicinity, or

5. Who does not have legal custody and control of the dependents (B-131142, June 3,1957). ***NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.***

NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependent remains at the member's old OCONUS PDS or is at a designated place at an OCONUS location IAW par. 5116-A is a member without dependents at the member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with dependents rate for the dependent location. See par. 5116-A4 if a foreign born spouse is returned to a foreign country and par. 5120-D when a dependent is at a designated place. Other than a dependent described in par. 5116-A or 5120-D, a dependent must be command sponsored for the member to receive station allowances based on the dependent's presence.

C. Station Allowances

1. COLA authorized in Part B, and

2. TLA authorized in Part C.

D. Vicinity. In Ch 9, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent and commutes to the PDS, the dependent is deemed to be residing at/in the PDS vicinity even if at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependent location to the PDS) a second station allowance may be authorized/approved through the Secretarial Process. In this case, the dependent is not at/in the vicinity of the member's PDS even though located in the same country, state or U.S. territory or possession.

*E. Gov't Dining Facility and Gov't Qtrs

*1. Gov't Meals. In addition to Gov't Dining Facility as defined in App A1, Gov't dining facility, for COLA purposes, also includes a facility providing meals to members, with or without charge, under agreement with the Gov't.

2. Gov't Qtrs. In addition to Gov't Qtrs as defined in App A1, Gov't Qtrs include individual Qtrs furnished with or without charge under agreement with the Gov't.

F. Command sponsored Dependent. See DoDI 1315.18, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria. See par. 1015-C2o.

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART B: COST OF LIVING ALLOWANCE (COLA)

MEMBERS ONLY

9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost of living with the CONUS cost of living. ***An allowance to cover official entertainment expenses is not authorized by 37 USC §405 and is not included in the JTR.***

B. Allowances Payable. The COLA index for each OCONUS location is shown in App J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, par. 9200; when a dependent resides at a location other than the PDS ICW an unaccompanied assignment, par. 9205; or when a dependent is evacuated, par. 9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. See App J for detailed computation steps.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in App J2, reimbursement may be authorized for specific locations and specific types of expenses.

9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. 9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT Plus per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or

2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. 9220,

2. COLA is authorized during a PCS between PDSs in close proximity under par. 9110, or

3. Member without Dependent(s) Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependent(s) is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependent(s) is authorized COLA based on the old home port until the day the member moves back aboard the ship.

9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

9115 COLA FOR A MEMBER WITHOUT DEPENDENT(S)

*A. Reduced COLA. A reduced COLA is paid to a member when both Gov't Qtrs and a Gov't dining facility are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW App J for a member with 0 dependents living in private sector housing. The rate for Reduced COLA is currently 63% of the without dependent rate.

*B. Gov't Dining Facility Availability

NOTE 1: For COLA purposes – If the permanently assigned member purchases meals, or receives meals using a meal card provided for that purpose or receives meals at no cost at a Gov't dining facility (par. 9000-E and App A1), then a Gov't dining facility is available.

NOTE 2: The decision on COLA authority for a member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the:

****a. Dining facility is actually available to the member,***

b. Member is expected to purchase food for preparation in the Gov't Qtrs, and

c. Gov't Qtrs have facilities to keep and prepare food for meals.

Gov't Qtrs are further defined within this Part as barracks which may be dormitory and shipboard Qtrs.

****NOTE 3: If the commander authorizing COLA expects the member to cook and consume meals in the Gov't living Qtrs, then COLA for a member with 0 dependents is authorized. However, if the member continues, or is expected to continue, to eat the majority of meals in the Gov't dining facility because meal preparation in the Gov't Qtrs is not expected or permitted, the Reduced COLA rate is authorized. A member, who routinely eats 2 or more meals a day in the dining facility is only authorized to receive the Reduced COLA rate.***

*1. Member with Gov't Qtrs and Gov't Dining Facility Available. A member who has Gov't Qtrs available at the PDS (including aboard a ship) and a Gov't dining facility available, is authorized the Reduced COLA rate. ***The presence of a non-command sponsored dependent at or near the PDS is not a reason for a member to receive COLA at the 0 dependent rate.*** In that situation, the member is still only authorized Reduced COLA rate.

*2. Member with Gov't Qtrs Available but without a Gov't Dining Facility Available. A member who has Gov't Qtrs available but who does not have a Gov't dining facility available for 3 meals a day at the PDS is authorized COLA at the rate specified in App J for a member with 0 dependents.

*3. Member with Gov't Qtrs Available but for Whom Gov't Dining Facility Use is Impractical. A member who has Gov't Qtrs available, but whose commanding officer/installation commander, or delegated designee, furnishes a statement that Gov't dining facility use is impractical due to mission or operational needs (not personal convenience), is authorized the COLA computed as indicated in App J for a member with 0 dependents. The responsible commanding officer/installation commander, or the delegated designee for dining facility usage, cannot determine that Gov't dining facility is unavailable for a member who eats 2 or more meals a day in a Gov't dining facility. See par. 1035.

*4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Gov't Qtrs are not available and who is authorized to mess separately (i.e., away from a Gov't dining facility), is authorized COLA computed as indicated in App J for a member with 0 dependents.

5. Member Married to Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in App J for a member with 0 dependents (par. 9210).

6. Member Authorized to Occupy Other than Gov't Qtrs. A member in grade E-7 or higher, who has no dependent, has elected to not occupy Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

7. Member without Dependent Who Elects Not to Occupy Inadequate Gov't Qtrs. A member in grade E-6, who has no dependent, has elected to not occupy ***inadequate*** Gov't Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

8. Member Who Has No Dependent and Is Assigned to a Ship. A member who:

a. Has no dependent,

b. Is assigned to permanent duty aboard a ship,

c. Is in grade E-6 or above and elects not to occupy assigned shipboard Gov't Qtrs, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Gov't Qtrs, and

d. Occupies private sector housing,

is authorized COLA computed as indicated in App J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each member of a member married to member military couple (both below grade E-6) is authorized COLA as specified in App J for a member with 0 dependents if the spouses:

a. Have no other dependent(s),

b. Are assigned to permanent duty aboard ship(s),

c. Elect to not occupy assigned shipboard Qtrs, and

d. Occupy a private sector housing.

10. Member in Confinement. A member without dependent(s) is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

C. Leave Periods. If a member without dependent(s) takes leave away from the OCONUS PDS vicinity, COLA continues for the first 30 days and stops on day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave.

9120 NON-COMMAND SPONSORED DEPENDENT IN PDS VICINITY

*A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with dependent COLA even if the dependent's presence leads the member to choose not to use an available Gov't dining facility. The member is authorized COLA the same as any other member without dependent(s) under par. 9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with dependent COLA under par. 9130 starts on the date the dependent is command sponsored.

9125 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENT

A member without dependent:

*1. On duty at a PDS where a Gov't dining facility is available (member is receiving the reduced COLA rate), and

2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without dependent COLA for each meal not furnished in a Gov't dining facility in addition to the reduced COLA authorized in par. 9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW App J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

1 October 2011	
Meal Involved	Applicable Percentage
Morning	7%
Noon	15%
Evening	15%

9130 COLA FOR A MEMBER WITH DEPENDENT(S)

*A. General. A member with dependent(s) is authorized OCONUS COLA based on the number of command sponsored dependent(s) at the PDS vicinity (see par. 9210 for authority for member married to member couples) regardless of GOV'T dining facility availability (including aboard ship), except:

1. When a member is on leave away from the OCONUS PDS vicinity for more than 30 days and is accompanied by all command sponsored dependents.;

2. When any command sponsored dependent departs the OCONUS PDS vicinity for a period of more than 30 consecutive calendar days, the COLA payment beginning on the 31st day is reduced to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

3. When a command sponsored dependent departs the PDS vicinity to attend school, the payment is reduced the day following the departure day to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

4. When one or more (but not all) command sponsored dependents depart the PDS vicinity for early/advance return to a location other than the OCONUS PDS, the OCONUS COLA payment is reduced the day following the command sponsored dependents' departure to the rate specified in App J for the number of command sponsored dependents remaining. If all the command sponsored dependents early/advance return to a location other than the OCONUS PDS, the member becomes a member without dependents (see par. 9000-B2) and the OCONUS COLA at the with dependent rate terminates the day before the command sponsored dependents

depart the member's PDS. See par. 9225 for early/advance return of foreign born command sponsored dependents authorized to travel to their native country; or

5. When in a confinement status as a result of disciplinary action, the member is authorized OCONUS COLA for command sponsored dependents only at the rate specified in App J for the number of command sponsored dependents who continue to reside in the PDS vicinity.

B. Home Port Change. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or

2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and

3. The dependent is authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependent's departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the amended order effective date only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependent's arrival day.

9135 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in App J1, par. A.

9140 COLA REPORT SUBMISSION

See App M for COLA report submission.

9145 COLA FOR AN RC MEMBER

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.
NOTE: New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after 6 January 2006. If the active duty began prior to 6 January 2006, the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service was extended on/after 6 January 2006, through an amended or modified order, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.

A. General. An RC member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. 9145-B and 9145-C. When a member is authorized COLA at the with dependent rate for the PLEAD, there is no command sponsorship requirement. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. Called/Ordered to Active Duty for More than 30 Days. An RC member called/ordered to active duty (TDY or PCS) from an OCONUS location for 31 or more days is authorized COLA for the primary OCONUS residence location at the time called/ ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty for Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a

member already on active duty.

2. Called/Ordered to Active Duty for Other than Training for More than 180 Days with PCS Allowances. Except as provided in par. 9145-B3, the initial primary OCONUS residence location rate terminates on the day before the member reports at the PDS duty location prescribed in the active duty order. PDS location COLA authority begins on the day the member reports at that location (e.g., Member reports on 30 June. Primary OCONUS residence location COLA is paid for 29 June and new PDS COLA commences on 30 June). A member called/ordered to active duty for other than training from a CONUS location for more than 180 days at one OCONUS PDS location is authorized COLA as of the day the member reports at that location (e.g., member departs CONUS home on 29 September and reports to the OCONUS PDS on 30 September. COLA for the OCONUS PDS begins on 30 September).

3. Called/Ordered to Active Duty for Other than Training for More than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, an RC member called/ordered to active duty for other than training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

a. Assigned to duty at that residence, and

b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW Ch 4, Part E1, does not affect this authority. COLA authority begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. An RC member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see App A1); or

2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 1: GENERAL

MEMBERS ONLY

9150 GENERAL

A. Purpose. TLA is an allowance intended to ***partially*** pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for a Gov't Qtrs assignment, or while completing arrangements for other private sector housing when Gov't Qtrs are not available;

2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Gov't Qtrs/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent Gov't Qtrs/private sector housing/privatized housing;

3. While seeking permanent Gov't Qtrs/private sector housing following a TDY period when a member without dependents vacated permanent Gov't Qtrs/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;

5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Gov't Qtrs/private sector housing is vacated ICW a PCS order; or

6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date, or moves to an OCONUS HOR/HOS location selected by the member, is not eligible for TLA.

NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in par. 1035 applies when TLA is provided for inappropriate reasons.

NOTE 3: See par. 9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.

NOTE 4: A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA.

B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to the Per Diem, Travel and Transportation Allowance Committee by:

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

b. FAX: (571) 372-1301

for review IAW DoDD 5154.29 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. 9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Determination

a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.

b. If temporary lodgings occupancy is necessary, the requirements in par. 9150-C1e(1) through (8) must be met before TLA payment.

c. If Gov't Qtrs are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

d. When Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost IAW Ch 2, Part H1.

e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

(1) Upon arrival, of the responsibility to aggressively seek permanent Gov't Qtrs/private sector housing (not applicable when it is known that the member is to be assigned Gov't Qtrs), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Gov't Qtrs/private sector housing;

(2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Gov't Qtrs/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to Gov't Qtrs.***;

(3) Of the responsibility to furnish a statement to the official described above in par. 9150-C1e(2) indicating TLA commencement and/or termination;

(4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. 9160 and 9170;

(5) Of the requirement to relocate to other permanent Gov't Qtrs/private sector housing or to reoccupy the Gov't Qtrs/private sector housing formerly occupied, as soon as practical if the conditions in par. 9150-A2 apply;

(6) That TLA payment depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives, but the M&IE is payable for the eligible TLA period.

If, using written guidance of the OCONUS TLA Authority, a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authority must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. 9150-B1, before authorizing/approving additional TLA periods upon initial arrival (par. 9160-G), delayed departure (par. 9170-C), or early permanent Gov't Qtrs/private sector housing termination (par. 9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. Personal inconvenience to a member/dependent(s) is never a determining factor.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for a member who has one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents; and

NOTE: Housing allowance is not a consideration when paid for a dependent(s) at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorized period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent Qtrs. The guidance should ensure that:

(1) Existing Gov't transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Gov't transient facilities more available to a member in a TLA status and/or dependents;

(2) Leased Qtrs furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) The member is aware of Gov't owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Gov't Qtrs and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent Gov't Qtrs are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Gov't Qtrs/private sector housing could reasonably be occupied, when permanent Gov't Qtrs are/private sector housing is not occupied;

(7) That requirements for dependent travel authorities contain advice to the member about appropriate items for inclusion UB (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and

(8) An up to date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

9155 GENERAL TLA PAYMENT CONDITIONS

A. TLA Authority. TLA may be authorized when the TLA Authority determines it is necessary that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-Occupancy. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorized reimbursement for other days during the TLA period.

C. TLA Periods. An initial TLA period and an additional authorized TLA period do not have to be continuous.

*D. Unaccompanied Tour. A member serving an unaccompanied tour is not authorized TLA when an available Gov't dining facility is not used and/or available Gov't Qtrs are not occupied because a non-command sponsored dependent is in the PDS vicinity.

E. Multiple Allowances. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part B9) as long as TLA and TQSE/TQSA payments cover different expenses. ***Duplicate payment for the same expenses is not authorized.*** The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

9157 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authority is provided based on the appropriate directive(s) issued under par. 9150.

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CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 9: MEMBER IN TRANSIT

MEMBERS ONLY

10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. ***The new PDS, BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS.***

2. A location near, but outside the limits of, the new PDS or to the home port of a ship, afloat staff, or afloat unit. Per diem stops IAW par. 5046. BAH or OHA for the new PDS begins the day per diem stops.

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH as of the Gov't Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

a. Member who is undergoing initial entry training, to include an RC member;

b. Student (includes ROTC and OCS) without prior Military Service; ***NOTE*** below.

c. Service academy graduate upon graduation, until arrival at the first PDS. ***NOTE*** below.

The member remains in the accession pipeline until:

a. the member arrives at a PDS, including a training location of 20 or more weeks; or

b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Gov't Qtrs are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov't Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH on Gov't Qtrs termination date provided the member is still on active duty). See Table 10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Gov't Qtrs or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/ separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

MEMBER IN TRANSIT **Table 10E-12**			
RULE	**If the member**	**and**	**then** **(see footnotes *1, 2, and 3*)**
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
2		from a PDS outside the U.S.	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Gov't Qtrs were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates Gov't Qtrs and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.

MEMBER IN TRANSIT Table 10E-12			
RULE	**If the member**	**and**	**then** **(see footnotes *1, 2, and 3*)**
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with dependents	For dependents located in the U.S., continue dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH or OHA rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Gov't Qtrs	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.

MEMBER IN TRANSIT Table 10E-12			
RULE	**If the member**	**and**	**then** **(see footnotes *1, 2, and 3*)**
13	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
14		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

Footnotes:

*1. The member is not authorized BAH/OHA if assigned Gov't Qtrs adequate for the member (and dependent(s) if applicable). Start BAH/OHA effective the date of Qtrs termination, if applicable.

2. If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.

3. Payment of OHA requires a lease agreement or a verifiable purchase price.

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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.

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.

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.

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).** See Travel Management Company (TMC).

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.

<table>
<tr><th>DOD BRANCH OF SERVICE</th><th>DOD FIELD ACTIVITIES</th><th colspan="2">DEFENSE AGENCIES</th><th>JOINT SERVICE SCHOOLS</th></tr>
<tr><td rowspan="2">The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))</td><td>Defense Media Agency (DMA)</td><td>Defense Advanced Research Projects Agency (DARPA)</td><td>Defense Security Cooperation Agency (DSCA)</td><td rowspan="2">National Intelligence University (NIU)</td></tr>
<tr><td>Defense Prisoner of War/Missing Personnel Office (DPMO)</td><td>Defense Commissary Agency (DeCA)</td><td>Defense Security Service (DSS)</td></tr>
<tr><td>Department of the Army</td><td>Defense Technology Security Administration (DTSA)</td><td>Defense Contract Audit Agency (DCAA)</td><td>Defense Threat Reduction Agency (DTRA)</td><td>Defense Acquisition University (DAU)</td></tr>
<tr><td>Department of the Air Force</td><td></td><td>Defense Contract Management Agency (DCMA)</td><td>Missile Defense Agency (MDA)</td><td rowspan="2">National Defense University (NDU)</td></tr>
<tr><td>Department of the Navy (including the Marine Corps)</td><td>DoD Education Activity (DoDEA)</td><td>Defense Finance and Accounting Service (DFAS)</td><td>National Geospatial Intelligence Agency (NGA)</td></tr>
<tr><td rowspan="2">DoD Inspector General (DoD IG)</td><td>DoD Human Resources Activity (DHRA)</td><td>Defense Information Systems Agency (DISA)</td><td></td><td rowspan="2">Joint Professional Military Education Colleges</td></tr>
<tr><td>Office of Economic Adjustments (OEA)</td><td>Defense Intelligence Agency (DIA)</td><td rowspan="2">National Security Agency/Central Security Service (NSA/CSS)</td></tr>
<tr><td>U.S. Court of Appeals for the Armed Forces</td><td>Defense Health Agency (DHA)</td><td>Defense Legal Services Agency</td><td>Uniformed Services University of the Health Sciences</td></tr>
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DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	(USU)

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-C1, or

b. Transportation for survivors of a deceased member authorized in par. 7260-A1.

2. A child a dependent of either the mother or the father who are members on active duty. ***Only 1 member may receive allowances on the child's behalf.***

3. A member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay. See 37 USC §421 and 37 USC §204.

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

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

Effective 10 April 2015
DEPENDENT/IMMEDIATE FAMILY (Employees Only)

A. General

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

a. Employee's spouse. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual's state of residency recognizes such marriages. The term "spouse" does not include individuals in a formal relationship recognized by a State, which is other than lawful marriage. It also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law.;

b. Employee's domestic partner;

c. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. See item A2 below.

d. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner. See Footnote 2 below.

e. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. See Footnote 2 below.

2. Children. The term "children" includes:

a. Natural offspring;

b. Stepchildren;

c. Adopted children;

d. Grandchildren,

e. Legal minor wards or other dependent children who are under legal guardianship of the employee/ employee's spouse.

f. A child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned (e.g., awaiting school year completion by other children). See 50 Comp. Gen. 220 (1970) and 66 Comp. Gen. 497 (1987). See Footnote 1 below.

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

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".

2. "Issues of marital status are determined by state law", James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together . . ., intend to be married, and hold themselves out to others as a married couple. "Black's Law Dictionary 986 (7th ed. 1999)".

3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See GSBCA 14122-RELO, 16 March 1998 and GSBCA 15207-RELO, 19 May 2000. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; 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 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

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. GSBCA 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, GSBCA turned to AZ state law (the state in which the power of attorney was executed and in which the member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf. 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 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' basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)). Also referred to as "invitational traveler" for TDY travel purposes only.

ENHANCED USE LEASE (EUL). See 10 USC §2667.

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies the member/employee between authorized locations, when the member/employee:

   a. Travel is authorized by competent authority, and

   b. Is incapable of traveling alone, and

2. May be appointed by the member's/employee's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier operated transportation service for the accelerated or protected movement of HHG between specified points.

FAMILY. See Dependent.

FEDERAL TRAVEL REGULATION. Regulation contained in Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at Gov't expense.

FIELD DUTY

1. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

   *a. The individual is provided meals in a Gov't Dining Facility 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 AUTO. An automobile (or light truck, as defined in 41 CFR part 102-34 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 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**

*1. A generic term used for Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms describing appropriated funds dining facilities.

*2. This term excludes activities operated by non-appropriated funds, 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 dining facility, including dining facilities of a state National Guard Camp. A dining facility established and operated primarily for enlisted members is not included unless the dining facility 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.

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 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 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 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 TMC 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. Laundry/dry cleaning, and/or pressing of clothing regardless of location.

c. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

d. Expenses related to lodging that are listed in the room account;

e. 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.

f. 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 POC and other than those owned or under contract to an Agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates, and

2. All CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE (GMR)

*1. The daily rate paid for meals in a Gov't Dining Facility 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. Pre-payment 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 COMPANY (TMC).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract with the Gov't. Also called a Travel Management Center (TMC) under GSA's program, this was formerly referred to as a Commercial Travel Office (CTO) in the JTR. .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 electronic systems or other commercial methods 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, 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.

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APPENDIX A: DEFINITIONS & ACRONYMS

PART 2: ACRONYMS

Acronym	Meaning
ADT	Active Duty for Training (Members Only)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (Members Only)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (Members Only)
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (Members Only)
BAH-DIFF	Basic Allowance for Housing – Differential (Members Only)
BAH-RC	Basic Allowance for Housing - Reserve Component (Members Only)
BAH-T	Basic Allowance for Housing – Transit (Members Only)
BAS	Basic Allowance for Subsistence (Members Only)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or "-CA", differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (Members Only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Members Only)
CTD	Civilian Travel Determination (Employees Only)
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (Members Only)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools (Employees Only)
DoDEA	Department of Defense Education Activity
DoD FMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (Members Only)
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances

Acronym	Meaning
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUL	Enhanced Use Lease
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (Employees Only)
FAM	Foreign Affairs Manual (Employees Only)
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FHA	Federal Housing Administration (Employees Only)
FSH	Family Separation Housing (Members Only)
FSH-B	Family Separation Housing – BAH Based Location (Members Only)
FSH-O	Family Separation Housing – OHA Based Location (Members Only)
FTA	Foreign Transfer Allowance (Employees Only)
FTR	Federal Travel Regulation
FVT	Family Visitation Travel (Employees Only)
FWS	U.S. Fish and Wildlife Service (Employees Only)
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
Gov't	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (Members Only)
HHT	House Hunting Trip (Employees Only)
HOR	Home of Record
HOS	Home of Selection (Members Only)
HSTA	Home Service Transfer Allowance (Employees Only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. Does not apply to any other form of personal credit card.
ICW	In Connection With
IDL	International Date Line
IDT	Inactive Duty Training (Members Only)
IE	Incidental Expenses
ILPP	(DoD) Integrated Lodging Program Pilot
IPCOT	In Place Consecutive Overseas Tour (Members Only)
IRS	Internal Revenue Service (Employees Only)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (Members Only)
ITRA	Income Tax Reimbursement Allowance (Employees Only)
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPS	Living Pattern Survey (Members Only)
LQA	Living Quarters Allowance (Employees Only)
LWOP	Leave Without Pay (Employees Only)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation

Acronym	Meaning
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MEA	Miscellaneous Expense Allowance (Employees Only)
MHA	Military Housing Area (Members Only)
MIA	Missing in Action
MIHA	Move in Housing Allowance (Members Only)
MSC	Military Sealift Command (Employees Only)
MWD	Military Working Dog
NOAA	National Oceanic and Atmospheric Administration
NSA	National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage (also referred to as Extended Storage)
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (Members Only)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (also referred to as PRO-Gear)
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PHS	Public Health Service (same as USPHS)
P. L.	Public Law
PLEAD	Place from Which Entered (or Called) to Active Duty (Members Only)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPP	Priority Placement Program
PPV	Public-Private Venture (lodging)
QTRS	Quarters
R&R	Rest and Recuperation Leave
RAT	Renewal Agreement Travel (Employees Only)
RC	Reserve Component
RIT	Relocation Income Tax (Employees Only)
RSC	Relocation Service Company (Employees Only)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (Employees Only)
SECDEF	Secretary of Defense
SES	Senior Executive Service (Employees Only)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (Employees Only)
SR&R	Special Rest and Recuperation Absence (Members Only)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TCS	Temporary Change of Station (Employees Only)

Acronym	**Meaning**
TDRL	Temporary Disability Retired List (Members Only)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance – OCONUS (Members Only)
TLE	Temporary Lodging Expense – CONUS (Members Only)
TMC	*Travel Management Company (formally referred to as a DTMO contracted CTO or a GSA contracted TMC)
TMS	Travel Management System
TO	Transportation Officer
TQSA	Temporary Quarters Subsistence Allowance (Employees Only)
TQSE	Temporary Quarters Subsistence Expenses (Employees Only)
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (C)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (Employees Only)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USPHS	United States Public Health Service (same as PHS)
UTD	Uniformed Travel Determination (Members Only)
VA	Department of Veterans Affairs (Employees Only)
VAT	Value Added Tax
VPC	Vehicle Processing Center
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See App P1, par. A2.

APPENDIX E: INVITATIONAL TRAVEL

PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. ***Use of the sample format is not mandatory. Refer to par. 1225, App E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JTR authority is invalid IAW par. 1000-C.***

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ _____Travel Authorization Number_____

Address_____

Date Approved_____

You are invited to depart from _____

in sufficient time to arrive at_____ _____by _____
(Date)

for the purpose of _____for approximately _____ days.

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

Upon completion, you are funded to return to the origin point.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately Owned Conveyance

☐ The authorizing/order issuing official has arranged Transportation.

☐ Transportation tickets are included with this authorization.

☐ Transportation tickets shall be provided at a later date

<u>NOTE</u>: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Gov't is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.

☐ To arrange transportation call: (___)_____

*If you purchase transportation from a travel office (travel agency) not under contract to the Gov't, reimbursement is limited to the Gov't's cost on a constructed basis, for transportation that would have been arranged by a Travel Management Company (TMC) if available. If the contract between the Gov't and the TMC does not permit the TMC to arrange transportation for a traveler who is not a Gov't employee, reimbursement for transportation may not exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations (JTR), par. 3500.

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

☐ You are authorized to travel by privately owned conveyance (POC) since it's to the Gov't's advantage. Reimbursement is at the rate of $.575/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of $75 or more plus any applicable tax.

☐ You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, App G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage: ***http://www.defensetravel.dod.mil/site/perdiem.cfm/*** for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. See JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning ***(NOTE below)***; local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. See JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur for laundry/dry cleaning and pressing of clothing is included in the Incidental Expense portion of the per diem or actual expense allowance and is not separately reimbursable.

The JTR is available on the Defense Travel Management Office website.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

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
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, ***not dependents***)	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
Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long-term TDY flat rate per diem. (Members Only)		X		

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Members		Employees	
	PCS	TDY	PCS	TDY
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 *or* 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 (when POC use is advantageous to the Gov't)		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 H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

SECTION 2A: REPORTING DATA ELEMENTS AND PROCEDURES FORMAT

'Other than Economy/Coach' Travel Reporting Data Elements and Procedures

1. **Traveler's Name** *(Last/First/MI; e.g., Smith, John. Q.)*: _____

and **Sponsor's Name** *(if applicable):* _____

2. **Traveler's Rank/Grade** *(e.g., O-7, E-6, GS-14, Civilian)*: _____

and **Sponsor's Rank/Grade** *(if applicable):* _____

3. **Last 4 SSN** *(Last 4 digits of traveler's Social Security Number):* _____

and **Sponsor's Last 4 SSN** *(if applicable):* _____

4. **Service/Agency** of traveler *(e.g., U.S. Army, DIA)*: _____

5. **Organization** of traveler (*e.g., 434 ARW/FMF*): _____

6. **Work Phone** *(Comm and DSN (both with area codes)*: _____

7. **Email Address**: _____

8. **Travel Purpose** ***(See App H, Part 1.) NOTE: These codes are a means to categorize a particular trip; they do not in any way convey authority to use other than economy/coach accommodations.***

9. Enter all proposed trip legs in the following table:

Leg Start Date	Leg End Date	Mode of Travel	Fare Class	Leg Origin	Leg Destination

10. **Fare Paid** for other than economy/coach class accommodations (nearest dollar): _____

11. **Coach Fare** amount leg would cost if coach class used (nearest dollar): _____.

*12. **Ticket Issuing Location** (Name and Location of Travel Management Company (TMC): _____

13. Approval reason code and JTR par. justification reference:

Approval Code: _____

Par. Reference: _____
(e.g., JTR, par. 3520-C2), (First class see Part II, Section B; Business class see Part III, Section A of App H)

14. **Approval Authority** of other than economy/coach accommodations (i.e., name, title): _____

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APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

SECTION 3C: RESTRICTED AIRFARE CHECKLIST FOR AOs (See par. 3500-B)

See the DTMO website for an electronic version of this document.

A. General

1. DoD Travel Policy. Existing DoD travel policy allows the use of restricted airfares available to the general public.

2. City Pair Fare is Available. When a city pair fare is available, the AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

B. Checklist

Prior to booking travel arrangement(s), please review the following questions.			
No.	**Item**	**Yes**	**No**
1.	Is the traveler's departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler's mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements.		
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by $200 or more on a U.S. domestic flight, or $300 on an International flight since these amounts are the change/cancellation fee charges)? **Example**: $475 Round Trip Unrestricted Fare; Nonrefundable fare is $200. Question is whether AO should approve restricted fare of $200, knowing a change fee is $200. Answer is yes since $200 + $200 = $400 which is still less than $475. For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).		

C. Restricted Airfare Determination

1. If the traveler meets the above criteria, they are ready to book a restricted airfare reservation.

2. If the answer to any of the questions is "NO", then the AO must determine if the savings from a reduced fare is worth the risk that the itinerary may change and penalties could be incurred.

3. Most restricted airfares have rules and penalties for changes and cancellations after ticketing, which may result in additional costs, making the command liable for any change fee. See the airline's website for more information.

*4. Restricted airfares must be purchased through the TMC and paid for with a GTCC. ***Restricted airfares may not be purchased through on-line booking services.***

D. Limitations and Restrictions

*1. Par. 3045-E applies if a Gov't TMC is not available.

2. If a restricted airfare is approved by the AO, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed/cancelled for any official reason.

☐ **Approved** ☐ **Disapproved**

_____	_____	_____
Approving Official's Name	**Approving Official's Signature**	**Date**

APPENDIX 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 TMCs 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 3: TRAVEL ORDER CONTENT

EMPLOYEES ONLY

A. Form of Request. Use the travel order forms prescribed in App I4, par. A (TDY) and App I4, par. B (PCS).

B. Information Required (FTR §301-10.5)

1. General Information. The following information must be included on each travel order. ***NOTE: See par. 2110-E if premium class accommodations are authorized.***

a. Employee's name;

b. AO's signature (digital in DTS);

c. Travel purpose (see App H);

d. Travel order conditions or limitations;

e. Cost (for an open order, include a travel cost estimate over the period covered) estimate;

f. A statement that the employee is authorized to travel;

g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov't personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency." (DoDI 5154.31, Vol. 4, GTCC Regulations);

h. A statement indicating whether the traveler is/is not a GTCC IBA holder (DoDI 5154.31, Vol. 4, GTCC Regulations);

i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods (DoDI 5154.31, Vol. 4, GTCC Regulations);

j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer (DoDI 5154.31, Vol. 4, GTCC Regulations) ;

*k. A statement indicating that TMC use to arrange official travel is mandatory, or a detailed statement of why a TMC is not available/not being used. ***NOTE: Virtually every DoD component has a contractual arrangement with a TMC requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the TMC, if the TMC can provide the required official transportation arrangements.***;

l. A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P1, par. A6 applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.";

m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments;

n. If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler;

o. A statement that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011); and

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

2. Specific Authorization/Approval. (FTR §301-2.5) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

a. Use of premium class service on common carrier transportation (par. 3520-C);

b. Use of a non U.S. flag air carrier (par. 3525);

c. Use of extra-fare train service (par. 3625);

d. Travel cost estimate (a blanket travel order should include an estimate for the period covered);

e. A statement that the employee(s) is/are authorized to travel; and

f. If permitted, a statement that return travel to the PDS during long-term TDY is authorized at Gov't expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;

b. Reduced per diem rate payment (par. 4095);

c. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation (JER), DoD 5500.7-R, ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***); and

d. Travel expenses related to conference attendance.

C. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

1. That the travel type is "blanket TDY travel";

2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;

3. Of the general geographic area limitations;

4. Of a specific period of time within a fiscal year;

5. Of the reason(s) for this type of travel;

6. Designating the traveler as an acting TO, if applicable;

7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov't's advantage, if appropriate;

8. Authorizing excess accompanied baggage, if necessary; and

9. Of other conditions, limitations, and instructions, as appropriate.

NOTE 1: A blanket travel order is not used in DTS.

NOTE 2: A blanket travel order must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov't (under 5 USC §5703) and paid on a daily 'when actually employed' basis or serving without pay or at $1 a year (see par. 7820 and App E1, and E2). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

E. PCS Travel

1. General. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel order must contain the same basic information prescribed in App I4, par. B, plus a statement:

a. In all cases:

(1) Naming the old and new PDSs and their locations;

(2) The reporting date at the new PDS; and

b. If applicable:

(1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;

(2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

(3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 3105. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed. See App G.;

(4) The maximum HHG weight the employee may transport including:

(a) SIT authority;

(b) HHG shipment origin and/or destination points (when different from the employee's);

(c) The transportation method (commuted rate or actual expense (Gov't arranged or employee arranged NTE the Gov't arranged cost)); and

(d) (For Gov't arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Gov't expense (e.g., borne by, or collected from, the employee);

(5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

a. That the travel type is "PCS travel," and

b. If applicable:

(1) That a service agreement has been signed. See par. 5820;

(2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed)***;

(4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(5) Authorizing real estate and unexpired lease expenses;

(6) Authorizing special conveyance use for PCS travel;

(7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's advantage;

(8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

(10) That a reduction in force or function transfer is due to base closure if such is the case; and

(11) The conditions in par. 5604-B1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.

3. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

a. That the travel type is "travel to first duty station (5 USC §5723)";

b. Of the date the required service agreement is signed;

c. Of the actual residence;

d. Of the position title and grade to which appointed;

e. If transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's financial advantage; and

f. That the conditions in par. 5604-B11 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.

4. OCONUS Permanent Duty Travel

a. General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

(1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;

(2) Of the actual residence, as appropriate;

(3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;

(4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(5) Of transportation modes (see App I4, par. B) (circuitous route travel for personal reasons may not be authorized at Gov't expense, see pars. 3005-E, 3210 and 3220);

(6) For POC travel, that POC travel is to the Gov't's advantage, or of the reimbursement limitation IAW par. 5604;

(7) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov't transportation facilities.;

(8) Of the maximum HHG weight the employee may transport and/or store; and

(a) Any weight limitation imposed by the OCONUS command;

(b) The weight allowance for consumables, if authorized (par. 5694 and App F);

(c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov't arranged move; and

(d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov't's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

(12) If ocean going car ferries are authorized (see Ch 3, Part I);

(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed)***;

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(2) Of the number of leave days granted;

(3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(5) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(6) Of accompanied baggage weight limits;

(7) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

F. TCS Travel

1. Events Requiring a Travel Order. A separate travel order is required to:

a. Assign the employee from the PDS to a TCS location;

b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:

c. Assign the TCS location as the new PDS; and

d. Authorize the employee to return to the former PDS (par. 5904-B1).

2. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in App I4, par. B, plus a statement:

a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

b. Of the PDS(s) and TCS involved and locations;

c. Of the TCS/PDS reporting date; and if applicable;

d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 3105. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see App. G);

g. Of the maximum HHG weight the employee may transport;

(1) Of SIT storage authority;

(2) Of HHG origin and/or destination points (when different from the employee's);

(3) Of the transportation method (commuted rate, or Gov't arranged (or actual expense NTE the Gov't arranged cost)); and

(4) How the employee intends to fulfill financial responsibility for charges not allowed on a Gov't arranged move (e.g., borne by, or collected from, the employee);

h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

i. If TQSE is authorized for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

k. Of transportation modes (App I4, par. B);

l. Prohibiting commercial transportation use when Gov't transportation facilities make the travel reservations;

m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

o. Whether or not POV shipment is authorized; and

p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;

2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, par. 7020";

3. Traveler's name and position title and employer, if applicable;

4. Traveler's home address;

5. Traveler's business address (if applicable);

6. Date travel begins;

7. Number of assignment days;

8. Assignment purpose;

9. Place travel begins;

10. Assignment place or itinerary;

11. Place travel ends;

12. Transportation modes;

13. Allowances;

14. Conditions, instructions, limitations (see App I4, par. A2, item 16 for pertinent statements required to be included); and

15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in App E2. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the Gov't. See par. 1000-D.

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, FEML 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.

j. RESERVED

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 TMC'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 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 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 TMC 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 TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the TMC should the TMC not be used. A traveler:

*a. Who does not use a TMC 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 TMC 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. TMC 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 TMC or a GSA contracted TMC (when a DTMO contracted TMC 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 GSA contracted TMC for the official travel. A command must not permit a TMC 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 TMC 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 TMC 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 TMC use (par. T4005).

*b. Action for reimbursement to the Gov't when a traveler and/or AO allows a TMC 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, or

*b. Services available at a DTMO contracted TMC (or GSA contracted TMC in the absence of a DTMO contracted TMC).

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 TMC 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. TMC Available. When a TMC 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 TMC (CBCA 2956-TRAV, 31 January 2013).

*2. TMC ***Not*** Available. When the AO certifies that a TMC 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: TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make TMC service available should the same situation arise again.***

*3. Transaction Fee Reimbursement. When an available TMC is not used, the transaction fee for personally procured transportation or lodging from other than a TMC may not be reimbursed. When a TMC 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 TMC 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 TMC 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 TMC per par. 2400, when the TMC 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 TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the TMC). ***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't auto (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. GSBCA 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.

Example	
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 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 is available only if: Gov't Qtrs on a U.S. Installation are available and the command controlling the dining facility has made the dining facility available to the traveler. A Gov't dining facility is not available on interim travel days. When actual dining facility 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 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 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 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 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 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 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
	Subsist Ashore		
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 1
	*Gov't Qtrs and Gov't Meals – Temporary Gov't. Installation or Temporary Dining Facilities Established for COCOM/JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Gov't Meals at Discount GMR 2
	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 Employees Only
Field Duty	Gov't Qtrs and M&IE Provided	None	Employee Pays for Gov't Meals at the Discount GMR Employees Only
	Subsist Aboard U.S. Gov't Ship 3		
TDY	Gov't Qtrs and Gov't Meals	None	Employee Pays for Meals 4 Employees Only

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 TMC, even though overnight lodging is not required.

b. If travel is in the local area (see par. 2800) around the PDS, a Gov't auto, 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.***

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't auto or 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't auto or 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 are available; however, the member is authorized reimbursement for the Gov't Qtrs cost. If Gov't Qtrs and/or Gov't dining facility 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 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 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 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,	Par. T4030 applies if the Secretarial	Par. T4040 applies if the Secretarial

ACTIVE DUTY WITH PAY 1		
Situation **2**	**Transportation** **3, 4**	**Per Diem**
required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Process authorizes per diem; otherwise, Ch 5 applies.	Process authorizes per diem; 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 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.
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		

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 TMC. 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 TMC 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 TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Gov't transportation if the TMC does not provide this service.

*5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The TMC 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 TMC toll free number, if possible, to modify the itinerary. The TMC 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 TMC;

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 TMC. Unused electronic tickets must immediately be reported to the TMC 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 TMC 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 TMC 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 TMC. 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 TMC 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 availability may result in illogical payments. For example, a remote TDY location with no Gov't dining facility 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 TMC 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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APPENDIX P: CITY PAIR PROGRAM

PART 1: CITY PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DTR 4500.9-R, Part I, Ch 103, par. B2. Following is an edited extract from that regulation.

A. Policy (DTR 4500.9-R, Part L. Ch 103, par. B2)

1. GSA Airline City Pair Program. Each year, under the Airline City Pair program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official Gov't travel. The contracts are awarded competitively based on the best overall value to the Gov't. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, see Travel on Gov't Business and Air Travel/City Pairs.

*2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity controlled GSA Airline City Pair airfare on the routes offering the dual airfare structure. The local TMC can provide information on what routes offer dual airfares.

3. ***A Gov't contractor is not authorized to use GSA city pair airfares to perform travel under a contract. A grantee (whether civilian or foreign military personnel) is not authorized to use GSA city pair fares.***

4. RESERVED

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the Gov't; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-§5709.

b. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pair airfare, the traveler and not the Gov't is responsible for costs exceeding the most economical travel routing. DTR, Part I, Ch 103, par. B.2.d1(note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit JTR policies to schedule travel during ordinary working hours. See par. 3030.

c. A non-contract (DoD approved) U.S. flag carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Gov't, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a Gov't and/or military traveler on official business and only may be purchased with a Gov't procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

7. Requirements that must be met to use a non-contract airfare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

b. If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

c. The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the Gov't.

NOTE: Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers (DTR 4500.9-R, Part L. Ch 103, par. A2)

1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city pair airfare is not available***, the policy constructed airfare (see App A1) (including a lower airfare offered by a non-contract carrier limited to Gov't and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare.

2. ***Gov't contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Gov't discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.***

NOTE: For employees, see par. 3225-D for policy regarding Rail or Bus service use.

APPENDIX P: CITY PAIR PROGRAM

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY PAIR PROGRAM

A. City Pair Program FAQs

1. How does the program work?

a. **First**, GSA concentrates the Gov't's market share to make the most of the competition available. The Gov't's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.

b. **Second**, GSA works with Gov't agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.

c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city pair program advantages?

a. No advance purchase required,

b. No minimum or maximum length of stay required,

c. Fully refundable tickets and no charge for cancellations or changes,

d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),

e. No blackout dates,

f. Locked-in airfares facilitate travel budgeting,

g. Significant discounts over regular walk-up airfares, and

h. Airfares are priced on one way routes simplifying multiple destination travel.

3. Why can't contractors use it? It would save the Gov't a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the Gov't roughly $2 billion annually. ***GSA advises that the purchase of a contract city pair airfare ticket on behalf of a Gov't contractor is wrong, is a misuse of the city pair program, and could jeopardize its future success.***

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a Gov't traveler for authorized travel is unused or partially used when:

a. Travel is terminated short of the authorized destination.

b. The return portion of a round trip is not used.

c. The travel actually purchased is different or of a lesser value than what was authorized.

*The traveler is responsible for contacting the travel agent, TMC, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The Gov't and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

B. City Pair Program Policy FAQs

1. Who can use it?

The City Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas.

2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

*****Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a Gov't traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a Gov't traveler (sometimes called "DG" airfares) are not included in this exception. When Gov't/Gov't contracted transportation through the TMC (see App A1) is available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city pair carrier.***); or

b. The contract carrier's flight schedule is inconsistent with JTR policies to schedule travel during ordinary working hours (see par. 3030.); or

c. A U.S. flag non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the Gov't (the combined costs of transportation, lodging, meals, and related expenses considered); or

***NOTE 1 to paragraph (c)*: This exception does not apply if the contract carrier offers the same or lower airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S. flag carrier is restricted to a Gov't or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available.**

***NOTE 2 to paragraph (c)*: The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S. flag airline offers a still lower restricted airfare not matched by the contract carrier.**

***NOTE 3 to paragraph (c)*: Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the Gov't's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by Gov't authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.**

EXAMPLES: Airline X is the city pair contract carrier and Airline Y is another U.S. flag non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S. flag Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

***NOTES*:**

***(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the Travel Management Company (TMC) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the Gov't's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Gov't.**

(2) Contractors are not authorized to use contract city pair airfares to perform travel under their contracts.

(3) If the Gov't contract city pair carrier offers a lower cost capacity controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

3. What makes the city pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuity (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Gov't business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the Gov't.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

C. City Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city pair air carrier if authorized to use 'other than economy/coach' airfare (business or first class)?

Yes. The City Pair Program contracts are mandatory for coach and, within DoD, for 'other than economy/ coach' service when the contract carrier offers an 'other than economy/coach' contract airfare. 'Other than economy/coach' service accommodations must be authorized IAW par. 3520.

2. Can I upgrade to business class seating at Gov't expense to accommodate my disability?

Maybe. IAW Agencies/Services' policy, 'other than economy/coach' travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining economy/coach seats, etc.). The condition must be certified by a medical authority and authorized by the 'other than economy/coach' AO in advance of travel IAW JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

3. Can the air carrier charge for seating 'options' and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be 'options', i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'optional' seats is personal to the traveler and is not a Gov't requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

D. City Pair Airline Airfare FAQs

1. How do I know if there is a contract city pair airfare?

*Contract city pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your Travel Management Company (TMC) or check the following city pair website http://www.gsa.gov/portal/category/27228.

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City pair airfare rate?

The ticket shows a three-letter airfare basis code with **–**CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following airfare basis codes:

a. **YCA** = Guaranteed GSA economy/coach city pair airfare which is a highly discounted unrestricted airfare. If the Gov't contract city pair carrier offers a lower cost capacity controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity controlled airfare when it is available and meets mission needs.

***NOTE 1*: Personal frequent flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity controlled airfare, the traveler is financially responsible to the Gov't for the cost difference between the YCA airfare and the lower capacity controlled airfare. CBCA 1511-TRAV, 7 May 2009.**

***NOTE 2*: This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.**

b. **–CA** = Limited capacity, GSA economy/coach city pair airfare which capacity controlled airfare with a deeper discount preferred by the Gov't.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc.). The only difference between the YCA and **–**CA is that there are a limited number of seats on the less costly **–**CA Airline City Pair rate which varies carrier by carrier and market by market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and **–**CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a **–**CA airfare and make changes, if necessary.

4. How early is early to take advantage of the Gov't discount for normal airfare city pair airfares (–CA)?

The city pair airfare program encourages a Gov't traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city pair airfares).

5. Why does the Gov't have to pay the Airline Passenger Excise tax? Isn't the Gov't exempt from tax?

The Federal Gov't is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal Gov't must pay.

6. How can the cost of a city pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the Gov't rate for my airline reservations?

The DTS vendors' OBE displays valid GSA contract city pair airfare rates, but they display them differently than the GSA Airline City Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.

b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax, plus airport and security fees) depending on which DTS vendor is used.

E. <u>City Pair Travel Allowance FAQs</u>

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Gov't business?

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

2. Can I use a contract city pair airfare for personal travel taken in conjunction with official Gov't travel? What if the Gov't cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?

The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official Gov't travel, the contract city pair airfares cannot be used for that portion of the trip since that travel is personal. These city pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the Gov't is paying for the leave travel to (and/or from) the leave point.

<u>Example 1</u>: A traveler receives a TDY order for TDY travel (***official travel)*** from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (***personal convenience***) to take leave in Chicago en route to San Francisco. Gov't and traveler limitations are:

a. Use the two one-way contract city pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Gov't one-way airfare is $251 and roundtrip is $502.

b. Reimbursement for the entire trip is limited to $502. The contract city pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

<u>Example 2</u>: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Gov't and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is ***official travel.*** City pair airfares may be used IAW par. 4090-C.

NOTE: TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

3. What Gov't sponsored leave programs qualify for contract city pair airfares?

Contract city pair airfare use MAY BE POSSIBLE for official Gov't funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JTR for actual authority when contract city pair airfares may be used.

a. **Employee**: RAT (see par. 7065 and App I3-E4b), FVT (par. 7070), EVT (par. 7020), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Member**: COT (par. 7060), Emergency Leave (par. 7010), FEML (par. 7000), and R&R (par. 7005). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JTR references for authority.

F. GSA Points of Contact**.** GSA - Airfares (City Pair Program) at www.gsa.gov/city pairs or contact GSA by email at Travel.Programs@gsa.gov or phone 1-888-472-5585 for more information on GSA's Airline City Pair Program. ***Only those without Internet access should call***.

APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

PART 1: DoD MEMBERS

***NOTE*: For NOAA, see App Q2.**

A. Tour Length Establishment. A tour length is established IAW DoDI 1315.18, Encl 4, par. 1.

B. Tour Length Change. Submit a tour length change proposal IAW DoDI 1315.18, Encl 4, par. 1. ***Do not submit a tour length change proposal to PDTATAC.***

C. Tour Length Exception. The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DoDI 1315.18, Encl 4, par. 1. (28 October 15).

D. Reserve Component Exception. RC members authorized PCS allowances IAW pars. 7355-E2b or 7355-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned. See DoDI 1315.18, Encl 4, par. 1.m (28 October 15).

E. Tour Lengths. The following are OCONUS tour lengths *for a **DoD member only** (other than a DoD Attaché)DoDI 1315.18, Encl 4 par. 1. (28 October 15)*:

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
All OCONUS Duty Stations Not Listed Below	**36**	**24**		
Afghanistan				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	**11**
Alaska (except as indicated)	36	36		**1**
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	N/A	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	**10**
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	**10**
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		**14**
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	N/A	12		
Belize	24	18	09-17-04	
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	**15**
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	**10**
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	N/A	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	**12**
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Cuba				
Guantanamo Bay	30	18	04-05-07	**2**
JTF-GTMO	24	12	04-05-07	**2**
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Vyskov	36	24	07-23-15	
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	**11**
Dominican Republic	36	24		
Ecuador	36	18		
Manta	N/A	12		
Egypt (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
El Salvador	N/A	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	**11**
France	36	24		
Georgia				
Tbilisi	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	**11**
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	N/A	12	04-18-97	**17**
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	**11**
Hawai'i (except as indicated)	36	36		**1**
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	N/A	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
India (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	**18**
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	**20**
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		**3**
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
Kyoga-Misaki	N/A	12	11-14-14	
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
Johnston Atoll	N/A	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	**11**
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	36/24	12	03-2-09	**4, 7**
Chongju AB	N/A	12		**4**
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	N/A	12	06-30-16	
Gwangju AB (ROK)	N/A	12		**4**
Joint Security Area	N/A	12		**4**
Kunsan AB (US)	N/A	12		**4**
Mujak/Pohang	N/A	12		**4**
Uijongbu (Camps Jackson, Red Cloud, Stanley)	N/A	12	06-30-16	
Kuwait	24	12		**9**
Kyrgyzstan	24	12		
Laos	N/A	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	**15**
Libya				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	N/A	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	**11**
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	N/A	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	**11**
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		**8**
Panama (except as indicated)	36	24		
Galeta Island	N/A	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
Poland				
Bydgoszcz	24	24	10-21-05	
Redzikowo	N/A	12	01-02-15	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	**21**
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Deveselu	N/A	12	01-02-15	
Oradea	24	12	09-30-11	**15**
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	**11**
Rwanda				
Kigali	24	24	10-17-11	
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		**8**
Eskan Village, Riyadh	24	12	07-18-08	**13**
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	**11**
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	**11**
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Trencin	24	12	09-16-11	**10**
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	N/A	12	03-15-13	**22**
Turkey (except as indicated)	*****N/A	*****12	*****09-21-16	**24**
*****Ankara (SCOs)	*****36	*****24		***25**
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		**3**
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	N/A	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		
Yemen, Republic of	N/A	12	09-01-11	**23**
Zaire (See Democratic Republic of Congo)				

Footnotes

1 Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in DoDI 1315.18, Encl 4, par. 1.

2 Dependents are permitted only when Gov't Qtrs are available.

3 A maximum 48 month tour is permitted for Navy personnel.

4 Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.

5 Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.

6 A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.

7 For an area authorized a 36 month accompanied-by-dependents tour, a member may accept a 36 or 24 month accompanied tour.

8 Due to threat levels, dependents are not currently authorized at this location.

9 Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

10 OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

11 OSD (P&R/OEPM) memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted.

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

12 PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

13 PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent

with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18, Encl 5, par. 6c(5) and, par. 5102-B5, at no cost to the member, and serve an unaccompanied tour (12 months).

14 USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DoDI 1315.18, Encl 5, par. 6c(5) and par. 5102-B5 at no cost to the member, and serve the unaccompanied tour (12 months).

15 May be accompanied by adult dependents age 18 years or older.

16 Not Used.

17 As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24 month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24 month accompanied or 12 month unaccompanied tour.

18 OSD (P&R/OEPM) memo dated 8 November 2012 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), New Delhi, India.

19 OUSD memo dated 1 August 2012 established a 24 month unaccompanied tour length for members assigned in direct support of Priority Level-1 Capable Mission at Incirlik Air Base, Turkey. USEUCOM Commander must authorize the 24 month unaccompanied tour length. All others at Incirlik serve the 15 month unaccompanied tour length.

20 OUSD Memo dated 30 May 2013 established a 36 month accompanied tour length for members assigned to Ghedi, Italy. The 36 month accompanied tour applies to U.S. Service members assigned to Ghedi after 30 May 2013. The previous accompanied tour length was for 24 months.

21 The NA/12 tour length only applies to new assignments after 8 August 2013. The Air Force will manage the movement of dependents already at Lajes AB, Portugal through attrition upon the accompanied member's DEROS.

22 This assignment location became dependent-restricted following the ordered evacuation of dependents. The Services are authorized and encouraged to make tour length adjustments/curtailments on a case-by-case basis IAW DoD and Service assignment policy for personnel currently assigned and serving a tour length longer than NA/12.

23 Tour length changed to dependent restricted following the ordered departure of dependents in May 2011.

***24** OUSD P&R memo dated 21 September 2016 changes the tour length for Turkey to a 12 month unaccompanied tour except those assigned under Chief of Mission (COM) authority or under one of the Security Cooperation Organizations (SCOs). For members assigned to Ankara on 21 September 2016 who are not under COM or SCO authority the current accompanied tour length remains in effect until completion, but not later than 31 August 2016.

***25** Per DoDI 1315.18, enclosure 4, para.1h, the prescribed tours, including the tour length and accompanied or unaccompanied eligibility, for Service members assigned to Security Cooperation Organizations (SCOs) (e.g., Office of Defense Cooperation, Office of Security Cooperation, Office of Military Cooperation, U.S. Military Groups) will be the same tours prescribed for Service members assigned to the Defense Attaché System at the same assigned location.

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APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

PART 3: EMPLOYEE STANDARD TOURS OF DUTY

See Ch 5 for applicable regulations.

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and

2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this Appendix. See par. 5840-C.

B. Tour Length Exceptions. The 24, 18, and 12 month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,

2. Certain employees, and/or

3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, App Q4, par. A.

E. Tour Lengths

NOTE: Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.

Location	**36 Month Tour**	**24 Month Tour**	**18 Month Tour**	**15 Month Tour**	**12 Month Tour**
Afghanistan		**X**			
Alaska					
Adak					**X**
Aleutian Islands					**X**
Isolated Mainland Bases					**X**
Kodiak Island					**X**
Ascension Island					**X**
Australia					
Northwest Cape		**X**			
Azores (See Portugal)		**X**			
Bahamas					
Andros Island		**X**			
Bahrain		**X** [1, 8]	**X** [2]		

Location	**36 Month Tour**	**24 Month Tour**	**18 Month Tour**	**15 Month Tour**	**12 Month Tour**
Bosnia-Herzegovina		X			
Banja Luka		X [9]			
British Indian Ocean Territory					
Diego Garcia Island					X
Bulgaria			X [2]		
Burma (See Myanmar)					
Cambodia					
Phnom Penh (eff 06-21-10) Personnel assigned to NAMRU-2)		X [1]			X [2]
Canada					
Newfoundland & Labrador					
Gander					X
Argentia		X [1]	X [2]		X
Northwest Territories					X
St. Anthony					X
Christmas Island					X
Commonwealth of the N. Mariana Islands					
Saipan		X			
Croatia		X			
Cuba					
Guantanamo Bay		X [1]			X [2]
Democratic Republic of Congo (formerly Zaire)		X			
Diego Garcia (See British Indian Ocean Territory)					
Dominican Republic		X			
Egypt		X [1]			X [2]
El Salvador			X [2]		
Eniwetok (See Marshall Islands)					
Ethiopia					X
Finland (All locations outside Helsinki)		X			
Greece		X			
Greenland			X		
Guam		X			
Haiti		X [1]			X [2]
Honduras			X [2]		
Hong Kong		X			
Hungary (eff 11-25-08)					
Papa		X [1]		X [2]	
Iceland		X [4]			X [2, 6]
Indonesia					X [2]
Iran (except as indicated below)					X

Location	**36 Month Tour**	**24 Month Tour**	**18 Month Tour**	**15 Month Tour**	**12 Month Tour**
Isfahan		X			
Tehran		X			
Israel		X [1]	X [2]		
Italy					
Sardinia (La Maddalena)		X [4]	X [5, 6]		
Sicily (Comiso and Ragusa)		X [4]	X [5, 6]		
Japan					
Iwo Jima					X
Kure		X [1]			X [2]
Ryukyu Islands		X			
Wakkanai		X [1]			X [2]
Johnston Atoll		X [4]			X [2, 6]
Jordan		X			
Korea (except as indicated below)	X [3]	X [1]			X [2]
Dongducheon (eff 6-30-16) (Camps Casey, Hovey, Mobile, and Castle)					X [2]
Uijongbu (eff 6-30-16) (Camps Jackson, Red Cloud, Stanley)					X [2]
Kuwait		X [1]			X [2]
Kwajalein (See Marshall Islands)					
Laos		X			
Liberia		X [9]			
Libya			X		
Mahe Island (See Seychelles)					
Marshall Islands					
Eniwetok					X
Kwajalein		X			
Mexico					
Coatzacoalcos		X [1]	X [2, 6]		
Vera Cruz		X [1]	X [2, 6]		
Midway Islands					X
Montenegro		X			
Morocco		X			
Myanmar		X			
Nigeria		X [1]			X [2]
Oman		X [1]			X [2]
Pakistan (except as indicated below)			X [10]		
Islamabad					X [2, 10]
Karachi					X [2, 10]
Lahore					X [2, 10]
Peshawar					X [2, 10]

Location	**36 Month Tour**	**24 Month Tour**	**18 Month Tour**	**15 Month Tour**	**12 Month Tour**
Panama		X			
Philippines		X			
Portugal					
Azores		X			
Lajes Field					X
Puerto Rico		X			
Romania			X [2]		
Qatar		X [1]			X [2]
Russia					
Moscow		X			
Saudi Arabia		X [1, 7]			X [2]
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X [1]			X [2]
***Turkey** (eff 9-21-16)					*X[12]
Venezuela		X			
West Indies					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
Yemen, Republic of					
Sanaa					X [2. 11]
Zaire (See Democratic Republic of Congo)					

Footnotes

1 For an employee authorized, and accompanied by, a dependent.

2 For an employee not authorized to have a dependent present.

3 For an area authorized a 36 month accompanied-by-dependents tour, an employee may accept a 36- or 24 month accompanied tour. All 36 month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

4 For an employee on an initial service agreement authorized, and accompanied by, a dependent.

5 For an employee on an initial service agreement not authorized to have a dependent present.

6 For an employee serving on a renewal agreement.

7 PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW par. 5596-C, and serve the unaccompanied tour (12 months).

8 USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW par. 5596-C, and serve the unaccompanied tour (18 months).

9 May be accompanied by adult dependents age 18 years or older.

10 Due to threat levels, dependents are not currently authorized at this location.

11 Tour length changed to 12 month unaccompanied following the ordered departure of dependents in May 2011.

***12** OUSD P&R memo dated.. 21 September 2016 changes the tour length for Turkey to a 12 month unaccompanied tour except those assigned under Chief of Mission (COM) authority or under one of the Security Cooperation Organizations (SCOs) and establishes an exception that the new tour length applies to employees currently assigned (JTR, par. 5840-C11b). This exception expires 31 August 2016. For employees assigned to Incirlik AB, the Commander, U.S. Air Force in Europe must issue an exception on a case-by-case basis. For employees assigned to Ankara, the exception applies until completion of their current tour, but no later than 31 August 2017.

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