

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 DECEMBER 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/CAP 113-16(I) -- Update References for DoDI 5154.31, Vol 5 and PDTATAC Charter. Updates references for DoDI 5154.31, Vol 5 (previously DoDD 5154.29 and the new PDTATAC Charter date. Affects JTR Intro, par. B2b and B2e; pars. 1020-A, 1235-A, 7660-D3, 9150-B3; and App A1.

MAP/CAP 115-16(E) -- Threatened Law Enforcement Officers. Removes repetitive language and refers to FTR §301-31 when a law enforcement officer and/or their family must be moved when their lives may be in jeopardy in the course of their duties. Affects par. 7810.

MAP/CAP 120-16(E) --- Add Transportation Network Companies to Taxi/ Special Conveyance Definition. Add Transportation Network Companies to the definition of taxis/special conveyance when permissible under local laws and ordinances. These companies connect paying passengers with drivers for hire via websites and mobile apps. Affects App A1.

MAP 140-16(I) -- Correct Typographical Error In Par. 8022-A1. Corrects typographical error in par. 8022-A1.

MAP/CAP 143-16(E) -- Remove Appendix 'O' from the Joint Travel Regulations (JTR). Removes Appendix 'O' from the JTR.

MAP/CAP 148-16(I) -- Person Authorized to Direct Disposition of Remains. Adds the person designated by the Service Member on the DD Form 93, or any successor to that form, as the Person Authorized to Direct Disposition of Remains, regardless of the relationship of the designee to the deceased. Affects par. 7260-E.

MAP 151-16(I) -- Fund Cites for Evacuation. Provides the fund cite, website or Point of Contact for evacuation funding for dependents of uniformed service members. Affects pars. 6005-D and 6075-B.

MAP/CAP 152-16(I) -- Add Palau to Locations Flat Rate Per Diem Does Not Apply. List Palau (Civic Action Team) as a location that the reduced flat rate per diem does not apply effective 26 February 2016 since the per diem is already reduced for Palau. Affects par. 4250-B10 and B11.

MAP/CAP 154-16(I) -- Congressional Travel. Clarifies wording in par. 7235 ICW traveling with a member of congress or congressional staff.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 DECEMBER 2016

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

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Part B	09-16	09-16	09-16	09-16	06-16	06-16	06-16	05-16	12-15
Part C	11-16	11-16	10-16	03-16	03-16	03-16	03-16	03-16	03-16
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Part G	10-16	10-16	10-16	07-16	07-16	07-16	01-15	01-15	01-15
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Part B6	11-16	11-16	11-14	11-14	11-14	11-14	11-14	11-14	11-14
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Part E1	09-16	09-16	09-16	09-16	10-14	10-14	10-14	10-14	10-14
Part E2	09-16	09-16	09-16	09-16	06-16	06-16	06-16	10-14	10-14
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Part G	10-16	10-16	10-16	03-16	03-16	03-16	03-16	03-16	03-16
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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	08-16	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	08-16	12-15	12-15	12-15	12-15
Part L	06-16	06-16	06-16	06-16	06-16	06-16	06-16	05-15	05-15
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Part A2b	11-16	11-16	05-15	05-15	05-15	05-15	05-15	05-15	05-15
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Part A3b	10-16	10-16	10-16	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	11-16	10-16	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	05-16	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	05-16	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
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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	10-16	06-16	06-16	06-16	06-16	05-16	03-15
Part A6b	06-16	06-16	06-16	06-16	06-16	06-16	06-16	05-16	11-15
Part A6c	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	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	05-16	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	10-16	06-16	06-16	06-16	06-16	10-15	10-15
Part A10	10-16	10-16	10-16	06-16	06-16	06-16	06-16	02-16	02-16
Part B1	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	09-15
Part B2a	11-16	11-16	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part B2b	10-16	10-16	10-16	09-16	09-15	09-15	09-15	09-15	09-15

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Part B3a	07-16	07-16	07-16	07-16	07-16	07-16	05-16	05-16	08-15
Part B3b	10-16	10-16	10-16	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	05-16	07-15
Part B4	10-16	10-16	10-16	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	05-16	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	11-16	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	05-16	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	05-16	04-16
Part B6c	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	03-15
Part B7	05-16	05-16	05-16	05-16	05-16	05-16	05-16	05-16	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	09-16	06-16	06-16	06-16	05-16	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	10-16	06-16	06-16	06-16	06-16	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	10-16	09-16	07-15	07-15	07-15	07-15	07-15
Part B11a	06-16	06-16	06-16	06-16	06-16	06-16	06-16	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	06-16	05-16	03-15
Part B12	11-16	11-16	10-16	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	06-16	07-15	07-15
Part B14a	08-16	08-16	08-16	08-16	08-16	06-16	06-16	07-15	07-15
Part B14b	06-16	06-16	06-16	06-16	06-16	06-16	06-16	10-14	10-14
Part B14c	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15	07-15
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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
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Part A1b	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
Part A1c	11-16	11-16	06-16	06-16	06-16	06-16	06-16	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	12-16	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	11-16	06-16	06-16	06-16	06-16	06-16	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	06-16	10-14	10-14
Part A2f	07-16	07-16	07-16	07-16	07-16	07-16	10-14	10-14	10-14

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Part B2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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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	06-16	10-14	10-14
Part B3d	10-16	10-16	10-16	06-16	06-16	06-16	06-16	10-15	10-15
Part B3e	10-16	10-16	10-16	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	11-16	06-16	06-16	06-16	06-16	06-16	04-15	04-15
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Part A2	06-16	06-16	06-16	06-16	06-16	06-16	06-16	11-15	11-15
Part A3	11-16	11-16	07-16	07-16	07-16	07-16	06-16	03-16	03-16
Part A4	11-16	11-16	06-16	06-16	06-16	06-16	06-16	03-16	03-16
Part A5	11-16	11-16	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	06-16	10-14	10-14
Part A8	06-16	06-16	06-16	06-16	06-16	06-16	06-16	05-16	04-15
Part A9	11-16	11-16	10-16	02-16	02-16	02-16	02-16	02-16	02-16
Part A10	11-16	11-16	10-16	07-15	07-15	07-15	07-15	07-15	07-15
Part A11	11-16	11-16	06-16	06-16	06-16	06-16	06-16	08-15	08-15
Part B1	07-16	07-16	07-16	07-16	07-16	07-16	06-16	10-14	10-14
Part B2	08-16	08-16	08-16	08-16	08-16	07-16	06-16	08-15	08-15
Part B3	11-16	11-16	07-16	07-16	07-16	07-16	01-16	01-16	01-16
Part B4	11-16	11-16	10-16	12-15	12-15	12-15	12-15	12-15	12-15
Part C1	11-16	11-16	09-16	09-16	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	10-16	09-16	07-16	07-16	06-16	08-15	08-15
Part D2	11-16	11-16	08-16	08-16	08-16	06-16	06-16	03-16	03-16
Part D3	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15	08-15
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**INTRODUCTION TO
JOINT TRAVEL REGULATIONS (JTR)
FOR UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES**

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

B. Purpose And Authority

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

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

2. **Members Only**

a. When necessary, a Uniformed Service:

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

*b. DoD administrative regulations that implement the JTR must be submitted to PDTATAC for review and approval before implementation. See [37 USC §1001](#) and [DoDI 5154.31, Vol 5](#).

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

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

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

- * (1) The USC, primarily sections found in [Title 37](#) (especially those sections concerning travel and transportation allowances in Chapters 7 and 8) and [Title 10](#);
- * (2) DoD Directives, such as [DoDD 1315.07](#) and [DoDI 5154.31, Vol 5](#);
- * (3) DoD Instructions, such as [DoDI 1315.18](#), and [DoDI 1327.06](#); and

*⁽⁴⁾ Executive Orders and decisions of the [U.S. Comptroller General](#); [Defense Office of Hearings and Appeals \(DOHA\)](#) and the [OSD General Counsel \(OSDGC\)](#)

3. **Employees Only**

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

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

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

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

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

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

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

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

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

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

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

2. [GSBCA Decisions](#)

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

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

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

4. [DOHA Decisions](#)

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

D. [Travel Voucher Settlement Appeal](#)

1. **Members Only**

a. [General](#)

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

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

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

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

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

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

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

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

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

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

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

2. **Employees Only**

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

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

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

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

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

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

E. Paragraph Numbering System

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

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

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

F. Monthly Changes

1. Travel Determinations

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

2. UTD/CTD Effective Date

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

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

G. Feedback Reporting

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

d. Marine Corps

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

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

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

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

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

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

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

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

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

JOINT TRAVEL REGULATIONS (JTR)

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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. [DoDI 5154.31, Vol 5](#) 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. [DoDI 5154.31, Vol 5](#) 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](http://www.fire-administration.gov) Internet site and DoD safety and security standards and requirements.

D. Requirements

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

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

Part C: Miscellaneous Regulations, Programs, and Allowances

- 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 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.

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

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Recertification Date</u>
Wake Island	05-17-16	05-17-18
Johnston Island	05-17-16	05-17-18
Midway Islands	05-17-16	05-17-18
*Palau (Civic Action Team) (1)	*02-26-16	*02-26-18

*(1) M&IE rate is already reduced.

*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-B9c 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

A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/\$61). The flat rate per diem for each full day of TDY is \$142.45 (\$259 x 55%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (App G and Ch 2, Part M). The long-term lodging cost is \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$0.

	<u>Lodging</u>	<u>M&IE</u>	<u>Total Per Diem</u>	<u>Reimbursable Expenses</u>
Pay the arrival day (travel day) Lodging: \$180 M&IE: \$45.75 (\$61 x 75% = \$45.75) Lodging tax: \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location: \$142.45/day	\$142.45 Flat Rate or (\$198 x 55%) = \$108.90 (\$61 x 55%) = \$33.55		\$142.45	
Pay the departure TDY day (travel day) to the PDS: \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

2. With Long-Term Lodging Taxes

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

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

CHAPTER 6: EVACUATIONS**PART A: MEMBERS ONLY****SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS****SUBSECTION a: 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](#): see [DoD 7000.14-R](#) "Military Pay, Policy, and Procedures," Volume 9, Ch 7, Evacuation Allowances.

6005 GENERAL INFORMATION

- A. **General.** An evacuation (see par. 6010-C) must be caused by unusual/emergency circumstances, such as:
 - 1. War,
 - 2. Riots,
 - 3. Civil uprising/unrest,
 - 4. Adverse political conditions,
 - 5. Host government denial/revocation of permission to remain,
 - 6. National/natural disasters,
 - 7. Epidemics, or
 - 8. Similar conditions of comparable magnitude.
- B. **Application.** The evacuation applies to:
 - 1. A command and a non-command sponsored dependent who is permanently residing at/in the member's PDS vicinity, at the time the evacuation is authorized/ordered. *A non-command sponsored dependent is authorized transportation only – no safe haven allowances.*
 - 2. A command sponsored dependent en route to the member's:
 - a. PDS, or
 - b. PDS vicinityto establish a permanent residence with the member.
 - 3. A dependent student authorized to travel to the member's PDS, under par. 7155-D;

4. A dependent who permanently resides at a:
 - a. Member's former PDS vicinity following the member's assignment elsewhere, or
 - b. PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority.

5. The dependent of a member assigned to an OCONUS PDS who dies before the dependent is evacuated from the PDS or while the dependent is in an evacuation status from there. ***When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.***

C. Member's Travel Status

1. The statute pertaining to a dependent's evacuation ([37 USC §475a](#)), does not apply to a member.
2. A member, ordered to depart an area being evacuated, must be in a TDY or PCS status.

*D. **Funding.** The fund cites chargeable for evacuation allowances for a Uniformed Service member's dependent are either listed below, or a website/POC is provided.

*1. Army

*021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001

*2. Navy

*Chief of Naval Operations (N130C)

*701 S. Courthouse Road

*Building 12, Room 3R180

*Arlington, VA 22204-2472

***PHONE:** (703) 604-5476/7/4 (commercial) DSN 664

***EMAIL:** NXAG_N130C@navy.mil

*3. Air Force

*a. USAF Active Duty Officer Dependent Travel: 57#3500 32# 5710.0D 525725

*b. USAF Active Duty Officer Dependent Per Diem: 57#3500 32# 5710.0D 525725

*c. USAF Active Duty Enlisted Dependent Travel: 57#3500 32# 5810.0D 525725

*d. USAF Active Duty Enlisted Dependent Per Diem: 57#3500 32# 5810.0K 525725

***NOTE:** *The "#" should be replaced with the current FY.*

*4. Marine Corps

*Marine Corps Order (MCO) 4650.37A, the Marine Corps Travel Instruction Manual (MCTIM), by HQMC-P&R (RFF).

*See News & Features, HQMC Finance Policy at:
<https://www.manpower.usmc.mil/webcenter/portal/MRAHome>

*5. Coast Guard

USCG Commandant (CG-832)
2703 Martin Luther King JR Ave SE
STOP 7618
Washington DC 20593-7618

*PHONE: (202) 372-3577 (commercial)

*See the Financial Resource Management Manual (COMDTINST M7100.3E) for evacuation funds at:
<https://www.uscg.mil/ppc/tvl.asp#PPCTravelHurricane/EvacuationOrderGuidance2016>

*6. NOAA

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333

FAX: (301) 713-4140 (commercial)

PHONE: (301) 713-3444 (commercial)

*7. USPHS

Director
Division of Commissioned Corps Personnel and Readiness
1101 Wootton Parkway
Tower Building PL 100
ATTN: Travel Coordinator
Rockville, MD 20852

FAX: (240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

E. Evacuation Allowance Payments

1. Authorized Payment. The allowances authorized by this Part, may be paid to one or more of the following individuals:

- a. The member's evacuated command sponsored dependent spouse;
- b. Any command sponsored dependent age 18 or older, if at a different location than the spouse; or when there is no spouse present;
- c. The member (as the natural guardian) for a command sponsored dependent who is under age 18; and/or
- d. The member's dependent spouse, any dependent at least age 18, or the member (as the natural guardian) under the circumstances in par. 6005.

2. Payment Limitation. A dependent is authorized evacuation allowances *only* if the dependent actually evacuates the home.

F. When Allowance Payments Are Made. Allowances authorized in this Part, are paid beginning on the date that the official (see par. 6015-A1 or 6015-A2) authorizes/orders an evacuation.

G. Written Order

1. Evacuation travel may be required to begin before a written order can be issued due to emergency situations (par. 6005).

2. Under emergency circumstances, an oral order may be given by any medium (including telephone).

3. When an oral order is given, the AO must promptly issue a confirmatory written order, including the oral order date, IAW par. 2210.

H. Funds Advance

1. Travel and Transportation Allowances

a. Travel and transportation allowances (including safe haven allowances) in this Part, may be paid in advance when an order is issued for the dependent's/escort's travel from the evacuation area.

*b. An advance of safe haven allowances (authorized under par. 6015-B) may not exceed the estimated amount for 30 days at the safe haven/designated place.

c. Transportation advances (see par. 1015-C2e) must be issued *only* to provide sufficient funds to cover necessary expenses incurred for:

(1) A dependent while traveling to and while at the safe haven/designated place, or

(2) An escort traveling to and from the safe haven/designated place.

*2. DLA. DLA (see par. 6015) may be paid to the member designated dependent (see par. 1015-C2e) in advance of the dependent(s) travel to the designated place.

3. Pay

a. A pay advance furnishes an evacuated dependent with funds for travel, food, and other needs.

b. The member designates the advance amount, NTE 2 month's basic pay.

c. The pay advance is payable, to the dependent, in one or more installments.

d. The Secretary Concerned may waive recovery of not more than 1 month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest.

e. References

a. DoD. [DoD FMR, Vol. 7A](#), Military Pay, Policy, and Procedures.

b. USCG. [COMDTINST M7220.29](#), U.S. Coast Guard Pay Manual.

c. Implementing Procedures. See individual Service pay and allowance manual(s).

6010 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A command sponsored dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Evacuated Dependent. A dependent (App A1) who is:

1. Residing in a command sponsored/non command sponsored status at/in the member's PDS vicinity, at the time of the evacuation;
2. Command sponsored, but temporarily absent from the member's PDS or its vicinity;
3. Command sponsored and en route to the member's PDS or its vicinity to establish a residence with the member;
4. A dependent student who, had it not been for the evacuation, would have traveled to the member's PDS under par. 7155D, but who instead travels (or converts the current location) to a safe haven or designated place; or,
5. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered dependent's movement from a specific OCONUS area, when authorized/ordered by the appropriate authority in par. 6015-A. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/country, or each may be in a different city/country.

D. Safe Haven

1. Named Location. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place.
2. CONUS. If CONUS is named the safe haven in the evacuation order, an evacuee, upon arrival at the CONUS POD, must select the exact CONUS safe haven location to which they are traveling at Gov't expense.

6015 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas

- a. The decision to evacuate a dependent from an OCONUS foreign area rests with the DoS.
- b. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or antiterrorism considerations, the SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants.
- c. The SECDEF's authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country

Team, and others as determined between the COCOM Commander and the Chief of Mission. See [Memorandum of Agreement](#) between DOS and DoD, 14 July 1998.

d. If timely communication with the DoS is not possible or there is no DoS presence in the area concerned, the COCOM Commander or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area.

e. The DoD (USD (P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for a dependent's evacuation at the U.S. Naval Base, Guantanamo, Cuba ([DoDD 3025.14](#), 26 February 2013).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the member's dependents from non-foreign OCONUS areas:

a. The Secretary of Defense or the Secretary's designated representative (Principal Deputy Under SECDEF (Personnel and Readiness (PDUSD (P&R))) for dependents of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;

b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;

c. The Secretary of HHS, or the Secretary's designated representative (Director, Division of Commissioned Corps Personnel and Readiness, COML (240) 453-6059), for the dependent of a PHS member;

d. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of NOAA Corps member;

e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Services (including the Coast Guard when operating under the DoN by agreement with the Secretary of Homeland Security);

f. The head of a DoD component (App A1) or designated representative;

g. The commander of a U.S. Installation (App A1) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative; and

h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, the dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the DoS, with DoD coordination. DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or a non-foreign OCONUS area.

a. If the CONUS location is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at Gov't expense.

b. If the U.S. is named in the evacuation order as the original safe haven, for:

(1) DoD Services. An evacuee must select the exact CONUS safe haven. Safe havens outside the CONUS but in a non-foreign OCONUS area (App A1) must be authorized/approved by PDUSD

(P&R). *Secretary of State authority is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.*

(2) Non-DoD Services. An evacuee must select an exact U.S. safe haven location.

2. Alternate Safe Haven Location Designation

a. DoD Services

(1) Per [DSSR 614](#), DoS (Under Secretary of State for Management Office) (USS (Mgt) authority is required for designation of an alternate foreign OCONUS safe haven.

(2) The member's command should request USS(Mgt) clearance through the Chief of Mission of the US Embassy in the country where the member is assigned and the member must include that clearance with their request to PDUSD(P&R).

(3) Following Secretary of State authority, the PDUSD (P&R) may authorize/approve requests for reimbursement of travel and transportation expenses to an alternate foreign OCONUS safe haven location for an evacuated dependent.

(4) The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed.

(5) While determinations are made on a case by case basis, justification must consider family support at the requested designation, collocation with the service member at an alternate work site, or similar rationale to attest that relocation is in the Gov't's best interest.

(6) Secretary of State authority is not required for an alternate safe haven in a non-foreign OCONUS area (App A1).

b. Non-DoD Services. The Secretarial Process following Secretary of State authority (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authority is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven (e.g., within the CONUS) for an evacuated dependent and transportation at Gov't expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, an evacuee must obtain formal permission to change safe haven even if the change is within the same state.

3. OCONUS Designated Place Designation. The Secretary Concerned or designated representative is the authority to authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services the USD(P&R) has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. DoD Services. For DoD Services, the USD(P&R) terminates evacuation status and authorizes a dependent to return to the OCONUS PDS.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

CHAPTER 6: EVACUATIONS**PART A: MEMBERS ONLY****SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS****SUBSECTION a: GENERAL****6075 GENERAL INFORMATION**

A. General. An evacuation or limited evacuation, as defined in pars. 6080-D and 6080-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). For an authorized/ordered limited evacuation, see pars. 6090-I (Transportation) and 6095-D1 (Evacuation Allowances). The evacuation and limited evacuation applies to a dependent:

1. Who, at the time the evacuation is authorized/ordered, is permanently residing at/in the member's PDS vicinity;
2. Who is en route to the member's PDS (or the member's PDS vicinity) to establish a permanent residence with the member;
3. Who permanently resides at/in a member's former PDS vicinity following the member's assignment elsewhere or who permanently resides at/in a PDS vicinity (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty, if the dependent's departure is authorized/ordered by competent authority from the PDS vicinity at/in which the dependent permanently resides and the dependent actually moves to an authorized safe haven designated by that authority. ***NOTE: A dependent that departs the former PDS and then returns at personal expense to the former PDS is not authorized travel and transportation allowances, ref. par. 6090-C.; and,***
4. Of a member assigned to a CONUS PDS who dies before the dependent is evacuated from the PDS, or while the dependent is in an evacuation status from there.

When a member whose dependent(s) is receiving evacuation allowances dies, the evacuation allowances continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 USC §475a, the statute pertaining to a dependent's evacuation, does not apply to a member. A member, ordered to depart an area being evacuated, must be either in a TDY or PCS status.

*B. Funding. The fund cites chargeable for evacuation allowances for a member's dependent are either listed below, or a website or POC is provided.

*1. Army

*021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001

*2. Navy

*Chief of Naval Operations (N130C)
 *701 S. Courthouse Road
 *Building 12, Room 3R180
 *Arlington, VA 22204-2472

*PHONE: (703) 604-5476/7/4 (commercial) DSN 664

*EMAIL: NXAG_N130C@navy.mil

*3. Air Force

*a. USAF Active Duty Officer Dependent Travel: 57#3500 32# 5710.0D 525725

*b. USAF Active Duty Officer Dependent Per Diem: 57#3500 32# 5710.0D 525725

*c. USAF Active Duty Enlisted Dependent Travel: 57#3500 32# 5810.0D 525725

*d. USAF Active Duty Enlisted Dependent Per Diem: 57#3500 32# 5810.0K 525725

***NOTE**: The "#" should be replaced with the current FY.

*4. Marine Corps

*Marine Corps Order (MCO) 4650.37A, the Marine Corps Travel Instruction Manual (MCTIM), by HQMC-P&R (RFF).

*See News & Features, HQMC Finance Policy at:

<https://www.manpower.usmc.mil/webcenter/portal/MRAHome>

*5. Coast Guard

*USCG Commandant (CG-832)

*2703 Martin Luther King JR Ave SE

*STOP 7618

*Washington DC 20593-7618

*PHONE: (202) 372-3577 (commercial)

*See the Financial Resource Management Manual (COMDTINST M7100.3E) for evacuation funds at:

<https://www.uscg.mil/ppc/tvl.asp#PPCTravelHurricane/EvacuationOrderGuidance2016>

*6. NOAA

*Director, CPC

*8403 Colesville Road

*Suite 500, ATTN: CPC1

*Silver Spring, MD 20910-6333

*FAX: (301) 713-4140 (commercial)

*PHONE: (301) 713-3444 (commercial)

*7. USPHS

*Director

*Division of Commissioned Corps Personnel and Readiness

*1101 Wootton Parkway

*Tower Building PL 100

*ATTN: Travel Coordinator

*Rockville, MD 20852

*FAX: (240) 453-6141 (commercial)

*PHONE: (240) 453-6059 (commercial)

C. Evacuation Allowance Payments. The allowances authorized by Ch 6, Part B, may be paid to one or more of the following individuals:

1. The member's evacuated dependent spouse, and/or
2. Any dependent age 18 or older if at a different location than the spouse or when there is no spouse present, and/or
3. The member (as the natural guardian) for a dependent who is under age 18, and/or
4. The member's dependent spouse, any dependent at least age 18 or the member (as the natural guardian) under the circumstances described in par. 6075-A3.

NOTE: A dependent is authorized evacuation allowances only if the dependent actually evacuates the home.

D. When Allowance Payments Are Made. Allowances authorized in Ch 6, Part B, are paid beginning on the date one of the officials described in par. 6080-B authorizes/orders an evacuation.

E. Written Order. Due to the emergency situations as defined in par. 6075, evacuation travel may be required to begin before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the AO must promptly issue a confirmatory written order, including the oral order date IAW par. 2210.

F. Funds Advance

1. Travel and Transportation Allowances

- a. Travel and transportation allowances (including safe haven allowances) in Ch 6, Part B, may be paid in advance when an order is issued for dependent's/escort's travel from the evacuation area.
- b. An advance of safe haven allowances authorized under par. 6095 may not exceed the estimated amount for 30 days at the safe haven/designated place, as applicable.
- c. Transportation advances (par. 1015-C2e) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:

1. A dependent while traveling to and while at the safe haven/designated place, or
2. An escort traveling to and from the safe haven/designated place.

2. DLA. The DLA authorized in par. 6115 may be paid to the dependent designated by the member in advance of the dependent(s) travel to the designated place.

3. Pay. A pay advance in conjunction with an evacuation from a CONUS PDS is only authorized when the SECDEF specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The pay advance furnishes an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, NTE 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. Details at DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements ([DoDFMR Vol. 7A](#))), or the [COMDTINST M7220.29](#) (series), U. S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as

appropriate.

6080 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location the evacuated dependent selects within the range of possible locations allowed, as the place where they should establish a permanent residence when competent authority determines that return to the PDS should not take place or is not expected to take place in the near future. A dependent transported to a designated place incident to an evacuation must establish a permanent residence thereat as soon as practicable.

B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing/ordering an evacuation or limited evacuation of a member's dependent from any CONUS location:

1. The SECDEF, or the Secretary's designated representative (USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependent of a DoD component member, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (CG-13) COML (202) 475-5395), for the dependent of a Coast Guard member;
3. The Secretary of Health and Human Services, or the Secretary's designated representative (Director, Office of Commissioned Corps Force Management, COML (240) 453-6161), for the dependent of a Public Health Service member;
4. The Secretary of Commerce, or the Secretary's designated representative (Commissioned Personnel Center, COML (301) 713-3444), for the dependent of a NOAA Corps member;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependent of a member of the respective Service (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
6. The head of a DoD component (App A1 definition) or designated representative;
7. The commander of a U.S. Installation (App A1 definition) or Coast Guard District Commander (for the dependent of a Coast Guard member) or designated representative;
8. The commander, director, head, chief or supervisor of a U.S. Gov't organization or office; and
9. A State authority for Reserve Component or National Guard member serving on active duty or full-time National Guard duty as indicated in par. 6130.

C. Evacuated Dependent. A dependent (App A1) who is:

1. Residing at/in the member's PDS vicinity, at the time of the evacuation;
2. Temporarily absent from the member's PDS or its vicinity;
3. En route to the member's PDS or its vicinity to establish a residence with the member; or
4. Residing at/in the member's former PDS vicinity following the member's assignment elsewhere or who resides at/in a PDS vicinity (other than the member's PDS) incident to the member's order to an unaccompanied tour of duty, if competent authority authorized/ordered a dependent's departure from the PDS at/in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered dependent's movement from a specific CONUS area, when authorized/ordered by the appropriate authority indicated in par. 6080-B. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/town/county or each may be in a different city/town/county.

E. Limited Evacuation. The authorized/ordered movement of a member's dependent from a CONUS residence to the nearest available accommodations (which may be Gov't Qtrs), when authorized/ordered by the appropriate authority indicated in par. 6080-B.

F. Safe Haven

1. When an Evacuation is Authorized/Ordered. A location anywhere in the world named in the evacuation order, or subsequent modification to that order, to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order, an evacuee must select the exact CONUS safe haven location to which they are traveling at Gov't expense.

2. When a Limited Evacuation is Authorized/Ordered. The nearest available accommodations (which may be Gov't Qtrs), determined to be suitable by the appropriate authority indicated in par. 6080-B who authorized/ordered the limited evacuation, where a dependent is directed to relocate on a temporary basis to await a decision by competent authority to return to the residence.

6085 RESPONSIBILITIES

A. Authorizing or Ordering an Evacuation or Limited Evacuation. The decision to evacuate a dependent from an area rests with the individuals designated in par. 6080-B.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated evacuation duration is the key to determining if a dependent should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependent can return to the member's PDS, dependent is evacuated to a safe haven. If circumstances are not expected to improve, the dependent is evacuated to a designated place.

1. Original Safe Haven Location Designation. The original safe haven location is ordinarily designated by the individuals designated in par. 6080-B. If CONUS is named in the evacuation order as the original safe haven, an evacuee must select the exact CONUS safe haven location to which they travel at Gov't expense.

2. Alternate Safe Haven Location Designation

a. DoD Services. The Secretary Concerned has the authority to authorize/approve an alternate safe haven for an evacuated dependent including transportation at Gov't expense from one safe haven to another safe haven when circumstances warrant.

b. Non-DoD Services. Authority is vested in the Secretarial Process.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must authorize/approve an alternate location within a safe haven for an evacuated dependent and transportation at Gov't expense from one safe haven to another when circumstances warrant.

3. OCONUS Designated Place Designation. The Secretarial Process must authorize/approve an OCONUS designated place.

C. Safe Haven Status Termination and Directing a Dependent to Select a Designated Place

1. DoD Services. For DoD Services, the Secretary Concerned has responsibility to determine when an evacuated dependent at a safe haven must optionally select a designated place and move thereto, or select the current safe haven as the designated place.

2. Non-DoD Services. For non-DoD Services, authority is vested in the Secretarial Process.

D. Evacuation Status Termination

1. For DoD Services, the Secretary Concerned, terminates evacuation status and authorizes a dependent to return to the PDS.
2. In limited evacuations involving DoD Services; the authority that authorized/ordered the evacuation terminates evacuation status and authorizes a dependent to return to the residence.
3. For non-DoD Services, authority is vested in the Secretarial Process in situations in which the Secretary Concerned for the DoD Services, or the authority who authorized/ordered a limited evacuation.
4. In addition, for each Service ICW a CONUS evacuation, the Secretarial Process-determined official on a case-by-case basis may direct the dependent's evacuation allowances termination date before the evacuation period termination date. The Secretarial Process-determined official may:
 - a. Permit the family to return to the PDS and terminate the evacuation allowances, or
 - b. Require the family to go to a designated place (from a safe haven) with the resulting evacuation allowances transition,
 - c. Allow the evacuation status to continue until the ordered evacuation period is terminated, or
 - d. Allow a dependent to remain at the evacuation site with evacuation allowances, as outlined in par. 6085-E, if justified and authorized/approved on a case-by-case basis through the Secretarial Process.

E. Evacuation Safe Haven Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. Each Service is expected to pay evacuation allowances consistent with the dependent's status and the evacuated location conditions as noted below.

1. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively.
2. On a case-by-case basis, based on written justification from the family in question, continued evacuation allowances payment may be authorized/approved at 100%/50% beyond 30 days for a specific duration.

Each Service selects the authority for safe haven allowance determinations through the Secretarial Process. The authority must be an O-6/GS-15 or above at Service Headquarters level, with no further delegation of authority below that grade or staff component level.

CHAPTER 7

SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART E: TRAVELING WITH A MEMBER OF CONGRESS OR CONGRESSIONAL STAFF

7235 GENERAL

*A. Application. This Part applies to armed forces members or DoD civilian employees accompanying a member of Congress, congressional staff employee and funeral support under the authority in [31 USC §1108\(g\)](#). DoD components should refer to the below DoD regulations for guidance. Non-DoD Services should consult Service regulations.

1. [DoDD 4515.12, DoD Support for Travel of Members and Employees of Congress](#); and
2. [DoDI 4515.19 DoD Support for Congressional Funerals](#).

B. Reimbursement. An armed forces member or DoD employee accompanying a Member of Congress/congressional employee on official travel under the authority in [31 USC §1108\(g\)](#) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. Transportation accommodations cost on the same class of service used by a Member of Congress/congressional staff employee(s) that the armed forces member or DoD employee is accompanying, and
2. Per diem/AEA NTE the rate prescribed for a Member of Congress/congressional staff employee(s) that the armed forces member or DoD employee is accompanying;

provided the armed forces member's or DoD employee's travel is in support of congressional travel authorized/approved by SECDEF or the Secretary Concerned (par. 3520-C8).

7240 DEFINITIONS

A. Member of Congress. For this Part, "Member of Congress" means a Member of the U.S. Senate or the House of Representatives, a Delegate to the U.S. House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Staff Employee. For this Part, "Congressional staff employee" means an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

C. Secretary Concerned. For this Part, "Secretary Concerned" includes SECDEF for DoD Services and the Secretary of Homeland Security for the Coast Guard (when not operating as part of the Navy).

7245 TRANSPORTATION, PER DIEM, AND AEA RATES

When travel is authorized under [31 USC §1108\(g\)](#), transportation service class, per diem, or AEA rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes/approves a specified [per diem rate](#)/AEA without regard to any established per diem schedule.

7250 OTHER THAN ECONOMY/COACH CLASS APPROVAL CODES

*Approval codes required on documentation for 'other than economy/coach' Congressional travel are first class (FC), and business class (BC). See pars. 3520-C8 and 3520-C11a.

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

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

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

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

7260 FUNERAL TRAVEL

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

Effective 24 June 2016

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

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

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

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

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

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

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

4. Travel and Transportation Allowances

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

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

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

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

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

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

e. Definitions. See par. 7260-C.

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

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

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

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

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

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

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

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

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

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

3. A parent of the member by adoption;
4. A parent, stepparent, or adopted parent of the spouse of the member; and
5. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.

*E. Disposition of Remains. Only the following persons may be designated to direct disposition of the remains of the deceased covered by this chapter ([10 USC §1482\(c\)](#)):

- *1. The person identified on DD Form 93, or any successor to that form, as the Person Authorized to Direct Disposition, regardless of relationship of the designee to the deceased;
- *2. The surviving spouse of the deceased;
- *3. Blood relatives of the deceased;
- *4. Adoptive relatives of the deceased; or
- *5. If none of the above can be found, a person standing in loco parentis to the deceased.

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

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

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

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

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

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

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART 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 [DoDI 5154.31, Vol 5](#). 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. Eligibility. Civilian law enforcement officers, investigators, and their immediate families may be eligible for travel allowances as specified in FTR §301-31 when their lives are in jeopardy because of the civilian employees' assigned duties.

*B. Allowances

1. The DoD Component may authorize or approve transportation and certain subsistence expenses as specified in FTR §301-31. The DoD Component must determine how long these allowances continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the employee, if a PCS is advantageous.

2. 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.

*C. DoD Component Responsibilities

*1. The DoD Component head can delegate the authority to authorize or approve payment of transportation expenses and an allowable subsistence in this section. Re-delegated authority must stay at the highest level practicable to ensure proper review of the circumstances that may necessitate protective action, including moving an eligible individual from home.

*2. The DoD Component must establish specific administrative procedures for issuing travel orders and for payment of claims arising from threats to civilian law enforcement officers.

*D. DoD Risk Evaluation Process

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

*a. Take appropriate action necessary to protect the eligible individuals, including removal from their homes.

*b. Immediately inform the DoJ Criminal Division of the threat, in accordance with DoJ regulations.

*c. Provide the DoJ with the name of each person involved and other pertinent details that may help the Agency determine the degree and seriousness of the threat.

*d. Be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action. Subsistence payments may begin as soon as the DoD Component invokes the provisions of this Part. 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 to their home.

*e. Update the DoJ, at 30-day intervals, of the situation for reevaluation and recommendation, to determine if an extension is necessary.

*2. The DoD Component is responsible for deciding each individual case. The decision is based upon an assessment of the situation and the DoJ's advice as to whether or not protective action should be initiated or continued and the amount of subsistence and transportation expenses that should be authorized or approved.

7815 TRAVELERS WITH A DISABILITY/SPECIAL NEED

A. Provisions

1. Rehabilitation Act of 1973, as amended,
2. [29 USC §701](#) et seq., and
3. [5 USC §3102](#) as amended (Employees Only),

B. Policy. The provisions in this par. accommodate a traveler with a disability/special need by reimbursing necessary additional travel and transportation expenses ICW official travel. *A traveler with a special need and a traveler with a disability are treated the same.*

C. Applicability ([FTR §302-4.100](#) and [FTR §301-13.1](#)). This Part applies to the following individuals with a disability/special need:

1. Employee, as defined in par. 7815, incident to TDY/PCS ([B-198237, May 15, 1980, 59 Comp. Gen. 461 \(1980\)](#)). (Employees Only)
2. Employee as defined in par. 7815, on official travel within the PDS limits ([CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009](#)). (Employees Only)
3. Dependent traveling ICW a PCS, per Agency/Service determination.
4. DoDEA dependent student IAW par. 7155-D or par. 7165-B.
5. A service member with a special need/disability, as determined by the Service concerned.

D. Limitations

1. Payment is authorized for additional travel expenses incurred by a traveler, with a disability/special need, to provide reasonable accommodations ICW official travel.
2. Reimbursement for lodging is not authorized for a traveler with a disability/special need unless traveling on official business away from the PDS.
3. The Service/Agency may choose any accommodation that is effective. Under the [Rehabilitation Act](#), the Service/Agency is *not* required to provide accommodations that the traveler with a disability/special need requests/prefers.

E. Definitions. The terms below are defined for this par.

1. Disability. A “disability” means:
 - a. A physical/mental impairment that substantially limits one or more major life activities;
 - b. A record of such an impairment; or
 - c. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is impairment with an actual or expected duration of 6 or fewer months.
2. Physical/Mental Impairment. “Physical/mental impairment” means/includes:
 - a. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - b. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
 - c. Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.
3. Major Life Activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
4. Substantially Limits. “Substantially limits” means that the traveler is:

- a. Unable to perform a major life activity that the average person can perform; or
- b. Significantly restricted as to the condition, manner, or duration under which the traveler can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

5. Has a Record of Such an Impairment. “Has a record of such an impairment” means the traveler has a history of, or has been classified as having, a mental/physical impairment that substantially limits one or more major life activities.

6. Is Regarded as Having Such an Impairment. The traveler has:

- a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;
- b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. None of the impairments defined in this par., but is treated by the Service/Agency as having a substantially limiting impairment.

7. Traveler with a Special Need. A “traveler with a special need” means having physical characteristics not necessarily defined under disability. Such physical characteristics could include the traveler’s weight, height, or a similar characteristic.

F. Allowable Expenses. The following expenses are payable to a traveler with a disability/special need IAW Service/Agency regulations:

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the traveler. The attendant does not have to be a member of the traveler’s immediate family.;
2. Specialized transportation for the traveler to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the traveler’s disability/special need;
4. Costs incurred as a direct result of the traveler’s disability/special need for baggage handling ICW public transportation or at lodging facilities. See par. 2830-G, Baggage Handling Tips.;
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location;
6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Service/Agency other than economy/coach class travel policy. See par. 2110-J and App P2, Sec C, FAQ #2 for medical justification of ‘other than economy/coach class’ accommodation use.;
- and
7. Service of an attendant, when necessary, to accommodate the traveler’s disability/special need. See App E1, par. A21 if the attendant traveler is not an employee or member.

G. Personal Assistants for Employees with a Disability/Special Need (Employees Only)

1. General. [5 USC §3102](#), authorizes hiring (with or without pay) a/an:

- a. Personal assistant,
- b. Reader, and/or
- c. Interpreter,

for an employee with a disability/special need traveling on official business, for all or a portion of the travel period involved.

2. Travel Expenses. Travel expenses and per diem allowances for personal assistants are the same as those for employees traveling incident to TDY. See the [OPM Training Policy Handbook](#) for further guidance.

H. Specially Equipped Automobile Transportation between CONUS PDSs

1. Provision. Specially equipped automobile transportation between CONUS PDSs is based on [64 Comp. Gen. 30 \(1984\)](#).
2. Transportation/Reimbursement. See par. 5616-C concerning transportation by the component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/special need between CONUS PDSs.

7820 TRAVEL OF A CONSULTANT OR EXPERT (EMPLOYEES ONLY)

A. Authority. [5 USC §5703](#) and [50 USC, App. §2160](#) provide authority for travel expenses and allowances for a consultant or expert who is in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and expense reimbursement incident to TDY assignments for these individuals.

NOTE: App I3-par. D and App E1 and E2 for applicable order formats and par. 4050 for per diem.

B. Conditions. An individual serving without pay or at \$1/year is authorized the allowances in pars.7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5. A consultant or expert employed intermittently and paid on a 'daily when actually employed' basis may be paid the allowances in pars. 7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5 when it is determined to be in the Gov't's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the Gov't's advantage;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under [50 USC, App. §2160](#).

If more than 130 days of full -time service are performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment ([B-123282, 12 August 1955, 35 Comp. Gen. 90 \(1955\)](#) and [B-128160, 1 November 1956, 36 Comp. Gen. 351 \(1956\)](#)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

7825 MISSING PERSONS (EMPLOYEES ONLY)

A. General

1. Authorized Transportation. Provided the requirements in par. 7285 are met, transportation at Gov't expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:
 - a. Dead,
 - b. Injured/missing for a period of 30 or more days,
 - c. Interned in a foreign country, or
 - d. Captured by a hostile force.
2. Transportation Requirements. Transportation, IAW par. 7285, is authorized provided the employee:
 - a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence,
 - b. Is not part time/intermittently employed,
 - c. Is not native labor hired on an hourly/per diem basis,
 - d. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment ([5 USC §5564](#)).
3. Dependent. For this Part, the term dependent includes a/an:
 - a. Lawful spouse,
 - b. Unmarried child under age 21 years,
 - c. Dependent stepchild,
 - d. Adopted child under 21,
 - e. Dependent that has been designated as such in official records, or
 - f. Individual determined to be a dependent by the DoD Component head/designated representative.

B. Conditions

1. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits (Ch 5, Part B).
2. POV Transportation. One POV may be transported if the vehicle is located OCONUS (Ch 5, Part B).
3. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.
4. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C. Responsibility. The DoD Component commander is responsible for:

1. Administrative determinations,
2. Obtaining authorizations/approvals required, and
3. Issuing travel orders.

7830 JUROR TRAVEL (EMPLOYEES ONLY)

A TDY order must not be issued when an official/employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the Gov't judiciary branch. Regulations, of the separate DoD departments, regarding absence from duty and compensation or expense reimbursement apply.

7835 LABOR ORGANIZATION REPRESENTATIVE TRAVEL (EMPLOYEES ONLY)

A. General. TDY travel and transportation allowances apply when an employee, serving as labor organization representative, performs travel to attend labor management meetings that are certified to be in the Gov't's primary interest. The term "Labor Organization Representative," as used in par. 7835, means a DoD civilian employee specifically designated by a labor organization to represent that organization in dealing with management.

B. Certification. Each order for an employee serving as a labor organization representative to attend labor management meetings must be supported by the certification cited in par. 7835-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the Gov't's interest;
2. Incident to participation in activities such as joint labor management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. Not for the purpose of engaging in activities covered by [5 USC §7131\(b\)](#), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

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CHAPTER 8

COST OF LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO
CONUS HIGH COST AREAS (CONUS COLA)
37 USC §403b

MEMBERS ONLY

8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area

1. An area is a high cost area for a fiscal year if the Uniformed Services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage.
2. The term "base period," (ICW a fiscal year) is the 12 month period ending on 30 June of the year in which such fiscal year begins.
3. *SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.*
4. The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. A member authorized BAH (or would be authorized BAH if Gov't Qtrs were not occupied) at the 'with dependent' rate. *The term does not include a member authorized BAH at the 'with dependent' rate solely on the basis of paying child support.*

C. Member without Dependents. A member authorized BAH at the:

1. Without dependent rate (or would be authorized if Gov't Qtrs were not occupied), and
2. With dependent rate solely on the basis of paying child support.

D. Primary Dependent. A primary dependent is:

1. The member's spouse; or
2. For an unmarried member, a dependent as defined in App A1 (except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. Any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or return to, a CONUS location to establish a permanent residence.

8002 ELIGIBLE MEMBERS

A. General. The following members are eligible to receive a CONUS COLA under 37 USC §403b) and this Chapter . A member:

1. Assigned to a CONUS high cost area.
2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.
3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. 8016-B or 8016-C that:
 - a. The member's primary dependent must reside in a CONUS high cost area because of the member's PDS or other circumstances; and
 - b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's PDS.

B. Ship/Afloat Staff Home Port

1. For CONUS COLA, a ship/afloat staff's home port assignment (not a PDS for non-sea duty organizations) is the member's PDS.
2. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship/afloat staff (regardless of BAH eligibility) is eligible for CONUS COLA if otherwise qualified.

8004 RATE PAYABLE

A. General. CONUS COLA must be paid to a member:

1. Assigned to a PDS in a CONUS high cost area.
2. Based on the primary dependent's location for a member with dependents under the circumstances in par. 8016, do not reside with the member at the PDS location,.

B. Member Married to Member Couple

1. When a member is married to another member, each is authorized CONUS COLA.
2. This authority exists whether or not the member married to member couple maintain a joint residence or separate residences.
3. A spouse, who also is a member on active duty, may ***NOT*** be a dependent for CONUS COLA purposes.
4. When a member married to member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the 'with dependent' rate and to the other at the without dependent rate.

C. Member Assigned to a Ship/Afloat Staff

1. For CONUS COLA, the home port of the ship/afloat staff to which a member is assigned is the member's PDS.
2. Ordinarily CONUS COLA, based on the rate for the old home port, stops on the day before the home port change effective date.
3. CONUS COLA, based on the rate for the new home port, begins on the home port change effective date.
4. If a member without dependents is undergoing a home port change and the ship/afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions

1. A new member, ordered to active duty, is authorized CONUS COLA at the rate for a member:
 - a. Without dependents - the rate is based on the duty location. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,
 - b. With dependents - the member may elect the 'with dependent' rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the initial PDS.
2. *CONUS COLA is reduced by the number of travel days authorized under par. 5012 for direct travel from the PLEAD to the first PDS.*

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation/Retirement. CONUS COLA is paid during separation/retirement processing based on the:

1. Last PDS rate; or
2. Primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or
3. CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

8006 CONUS COLA NOT PAYABLE

CONUS COLA is not payable for:

1. The number of travel days authorized ICW a PCS (par. 5012); or
2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, see par. 8038.

8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

1. A member, assigned to an OCONUS PDS, may be paid an appropriate OCONUS COLA at the without dependent rate (Ch 9), and a CONUS COLA at the 'with dependent' rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command sponsored dependent residing OCONUS with the member.***
2. If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence (IAW par. 9105-B) the member may be paid the OCONUS COLA at the 'with dependent' rate, and a CONUS COLA at the without dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates.
3. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence (par. 9130-A). On the following day, the member may be paid CONUS COLA at the 'with dependent' rate for the CONUS PDS.

8010 MEMBER PAYING CHILD SUPPORT

A member authorized:

1. BAH at the 'with dependent' rate based solely on child support payment; or
2. BAH DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without dependent rate.

8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN

- A. General. Generally, a divorced/legally separated member who is not identified in the divorce decree/legal separation agreement as the full time legal custodial parent of a child(ren) of the marriage is not authorized CONUS COLA at the 'with dependent' rate.
- B. Member has Physical Custody but no Legal Custody. A member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the 'with dependent' rate if:
1. The member is authorized BAH, and
 2. Physical custody is for a minimum of 90 consecutive days. ***Abreak/breaks of 5 days or less, is not considered an interruption of the 90 day period.***
- C. Two Members Involved. If the divorce/separation involves two members, it is possible for both members to be authorized CONUS COLA at the 'with dependent' rate. In this case each member-parent has physical custody of one or more children at the same time. See Ch 10, BAH.
- D. Member Paying Child Support has Physical Custody. If the child(ren) is/are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break/breaks for 5 or fewer days), the member does not receive BAH at the 'with dependent' rate solely because of child support payments ([69 Comp. Gen 407, \(1990\)](#)).

8014 CONUS COLA WHEN ORDERED ON A PCS

- A. CONUS COLA Starts. Except as in this par. and par. 8016, CONUS COLA begins on the day the member reports to the new PDS.
- B. CONUS COLA Ends. Except as in this par., CONUS COLA, at the rate paid at the member's old PDS, continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but the allowance is reduced by the number of days authorized under par. 5012 for PCS travel.
- C. Departing the PDS. Except as in par. 8022, a member:
1. Departing from an OCONUS PDS. ICW a PCS to a CONUS PDS, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or
 2. Departing from a PDS ICW a PCS to a new CONUS PDS, with TDY en route at a location to which the member commutes from the permanent Qtrs that will be occupied at the new PDS, is authorized the CONUS COLA rate for the new PDS on the day after per diem has been stopped under the circumstances in par. 5046.

8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATIONA. General

1. A member is authorized only one CONUS COLA.
2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship/afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve CONUS COLA payment based on the dependent's location through the Secretarial Process.
3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved. When the member is:

1. Assigned to a PDS in an area where there is not sufficient housing;
2. Assigned to unusually arduous sea duty and the primary dependent resides at/relocates to, a CONUS designated place;
3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated ICW the home port change;
4. In receipt of a PCS order to a unit with an announced home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;
5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;
6. Assigned to ITDY, or TDY pending further orders;

7. Assigned to a Professional Military Education or training course that is scheduled NTE one year; or
8. Directed (with dependent) to reside in Gov't Qtrs in a high cost area that is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances/conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS. *A personal election of either a member or primary dependent is not a consideration.*

D. Rates Applicable

1. *In this subpar., the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. 5012.*
2. The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later.
3. CONUS COLA authority based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction.
4. If the primary dependent does not relocate, authority for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction.
5. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authority was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS.
6. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. 8016, a member assigned at a CONUS PDS may request CONUS COLA based on the dependent's location through the Secretarial Process, or
2. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS

1. 90 Days or Less. A dependent may visit the member, for 90 days or less, at the PDS without changes to the CONUS COLA allowance.
2. More than 90 Days. When the visit exceeds 90 days CONUS COLA is changed to be based on the member's PDS location.
3. Dependent Leaves PDS. If the dependent leaves the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT				
Table 8-1				
RULE	Member Assigned	Dependents Located	Dependent Located at or Near the PDS	Then
1	OCONUS	In CONUS	No	Start CONUS COLA at the 'with dependent' rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the 'with dependent' rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the 'with dependent' rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

8020 THE GOV'T DEFERS DEPENDENT TRAVELA. General1. New PDS is OCONUS

- a. When the Gov't defers dependent travel at Gov't expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new OCONUS PDS.
- b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.
- c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

2. New PDS is in CONUS

- a. When the Gov't defers dependent travel at Gov't expense to a member's new CONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new CONUS PDS.
- b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.
- c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

3. CONUS COLA Authorized by Secretarial Process

- a. When the Secretarial Process previously authorized CONUS COLA based on the dependent's location, that rate continues.
- b. Housing must be obtained for dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS.

1. CONUS COLA payment based on the primary dependent’s location or old PDS continues for up to 60 days after dependent travel is authorized.
2. If the 60 day period expires, and the dependent has not arrived at the member’s PDS, and an extension to the 60 day period or a waiver has not been granted through the Secretarial Process, CONUS COLA for the dependent’s location terminates and the member is authorized CONUS COLA for the PDS location.

C. Decision Logic Table

1. Changes when the Gov’t Delays Dependent’s Travel to an OCONUS PDS (Table 8-2)

R U L E	Expected Travel Delay	Dependent Relocated at Gov’t Expense	Dep Arrives w/in 60 Days of Travel Authority	Then
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location. Stop CONUS COLA the day before the primary dependent’s arrives at the new PDS
2			No	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location. Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location. Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
4			No	Upon the member’s departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Upon the member’s arrival date, start CONUS COLA for the authorized dependent’s location. Stop CONUS COLA as of day 61.
5	20 or More Weeks	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel. Stop the CONUS COLA based on the dependent’s location on the day before the primary dependent arrives at the member’s PDS.
6			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member’s PCS travel Stop CONUS COLA as of day 61.

2. Changes when the Gov't Delays Dependent's Travel to a CONUS PDS (Table 8-3)

RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
1			Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS. Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin. Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS on the mbr's arrival date.
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS. Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5	Or the Old PDS is Outside the U.S.		No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin. Start CONUS COLA based on the PDS as of day 61.

RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS as of the member's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS. Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8			No		Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA as of day 61 after travel is authorized to begin. Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start COLA based on the new PDS as the member's arrival date.

8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

A. General

1. One Dependent Location. When the primary dependent establishes a residence/resides in CONUS incident to a member's transfer to an unaccompanied OCONUS PDS, or while the member is assigned to an unaccompanied OCONUS PDS, CONUS COLA is authorized when the primary dependent:

- a. Retains a permanent residence in CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different from the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

b. Relocates in CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authority begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the old PDS rate continues through the day before the day the rate for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

c. Resides in CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a CONUS PDS, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. 5012 for the member's direct PCS travel. CONUS COLA authority at the rate prescribed for the new PDS begins on the day the member reports at that station.

*d. Establishes a residence in CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. 5012 for direct PCS travel.

2. Multiple Dependent Locations. CONUS COLA authority is based on the primary dependent's residence location.

B. Decision Logic Tables

1. Member with Dependents Serves an Unaccompanied Tour (Table 8-4)

R U L E	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
1	is assigned to an unaccompanied tour at an OCONUS PDS	dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
2		dependents relocate their permanent residence from the CONUS to another location in the CONUS at Gov't expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.

R U L E	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from OCONUS to the CONUS at Gov't expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location. If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location. If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at Gov't expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS. If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authority for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authority for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

8024 EARLY RETURN OF DEPENDENTS

A. Early Return at Gov't Expense. When all of a member's dependents are returned from an OCONUS PDS at Gov't expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
Table 8-5		
RULE	Dependents Returned from OCONUS PDS	Then
1	Return is at Gov't expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return is <i>not</i> at Gov't expense	No authority to pay CONUS COLA.

8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order is issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS.

1. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS.

2. A member may be authorized CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process.

3. Examples of separation situations that are *routinely* authorized/approved at a lower level than the Service Secretary include:

a. The member is assigned to a PDS in an area in which sufficient housing does not exist;

b. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.

c. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;

- d. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;
- e. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;
- f. The member is assigned to indeterminate TDY, or TDY pending further orders; or
- g. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination.

- 1. In addition to the example situations in pars. 8026-B3 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process.
- 2. This decision may be kept at a higher level than those situations in pars. 8026-B3.
- 3. *A personal election of either a member or dependent for residing separately is not a consideration.*

D. Rates Applicable

- 1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.
- 2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Changes when a Dependent Travel in Advance of the Member (Table 8-6)

R U L E	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for member's PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
7		New OCONUS PDS	Yes/No	Table 10E-9.

2. Changes when a Dependent Travels after the Member (**Table 8-7**)

R U L E	Dependent Performs PCS Travel after the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

8028 MEMBER IN A MISSING STATUS

A. Member without Dependents. For a member, without dependents, in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive CONUS COLA authorized upon entering the missing status. If the dependent relocates, pay CONUS COLA appropriate for the dependent's location.

8030 MEMBER IN CONFINEMENT

A member, in confinement who is authorized allowances, is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

8034 AUTHORITY WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authority, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. This par. applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**A. Member with Dependents****1. CONUS COLA Continuation at the Member's PDS**

a. A member, whose dependent is evacuated and who was authorized CONUS COLA at the 'with dependent' rate for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under par. 8016-B or 8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located.

b. When such a determination is issued, authority for CONUS COLA at the 'with dependent' rate, based on the location of the designated place for the primary dependent, begins on the day after the day per diem at the designated place (authorized in par. 6095-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the 'with dependent' rate beginning on the day after the day per diem at the designated place (authorized in par. 6025-E) terminates. The rate is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, is authorized CONUS COLA until the day before the day the member reports at the new PDS.

8038 RC MEMBER

A. General. An RC member is not authorized CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or
2. In support of a contingency.

B. Location Rate**1. Called/Ordered to Active Duty for 140 or More Days**

a. An RC member called/ordered to active duty for 140 or more days, is authorized CONUS COLA for the primary residence location beginning on the first active duty day.

b. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location in the active duty order.

c. CONUS COLA authority for the PDS location rate begins on the day the member reports at that location.

d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency

- a. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the primary residence beginning on the first active duty day.
- b. This rate is authorized even for duty of fewer than 140 days.
- c. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.
- d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table – RC Member (Table 8-8)

R U L E	If member is (NOTES 1 and 2)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
2			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
4			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

NOTES:

- 1. A DoD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.
- 2. If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorities. If the prospective new period is 140 or more days and PCS HHG are not authorized, CONUS COLA based on the primary residence continues or would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the primary residence(if currently authorized) would stop the day before the modification/ amendment and CONUS COLA for the PDS would begin on the modification date or CONUS COLA based on the PDS would continue.

**CHAPTER 9: STATION ALLOWANCES
(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 [DoDI 5154.31, Vol 5](#) 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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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](#).)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))	Defense Media Agency (DMA)	Defense Advanced Research Projects Agency (DARPA)	Defense Security Cooperation Agency (DSCA)	National Intelligence University (NIU)
	Defense Prisoner of War/Missing Personnel Office (DPMO)	Defense Commissary Agency (DeCA)	Defense Security Service (DSS)	
Department of the Army	Defense Technology Security Administration (DTSA)	Defense Contract Audit Agency (DCAA)	Defense Threat Reduction Agency (DTRA)	Defense Acquisition University (DAU)
Department of the Air Force		Defense Contract Management Agency (DCMA)	Missile Defense Agency (MDA)	National Defense University (NDU)
Department of the Navy (including the Marine Corps)	DoD Education Activity (DoDEA)	Defense Finance and Accounting Service (DFAS)	National Geospatial Intelligence Agency (NGA)	
DoD Inspector General (DoD IG)	DoD Human Resources Activity (DHRA)	Defense Information Systems Agency (DISA)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency/Central Security Service (NSA/CSS)	
U.S. Court of Appeals for the Armed Forces	Defense Health Agency (DHA)	Defense Legal Services Agency		Uniformed Services University of the Health Sciences

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 GSBICA Decisions. [GSBICA 15947-RELO, 31 March 2003](#); [GSBICA 15382-RELO, 20 December 2000](#); [GSBICA 15207-RELO, 19 May 2000](#); [GSBICA 14673-RELO, 9 December 1998](#); and [GSBICA 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 18 August 2016; [37 USC §481](#); [37 USC §1001](#); and [DoDI 5154.31, Vol 5](#).

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. See Taxi.

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).

***TAXI**. Includes limousine service and Transportation Network Companies when permissible under local laws and ordinances. These companies connect paying passengers with drivers for hire via websites and mobile apps.

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, Anathan, 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 O

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